

Village of Mukwonago

EMPLOYMENT APPLICATION

Should you need assistance in filling out this application or during any phase of the employment process, please notify the Interim Director at (262) 363-6411 and we will make every reasonable effort to accommodate your need.

INSTRUCTIONS

- 1. Complete this entire application; do not leave any blanks.
- 2. Should more space be needed to complete any question, you may attach additional material.
- 3. It is important that you PRINT clearly; incomplete or illegible applications will not be processed.
- 4. While you may attach a resume, you are <u>required</u> to complete this application in order to be considered an applicant for employment. Please do not respond to questions by answering "See Resume."
- 5. Attached is an Applicant Data Sheet. This information is being used for affirmative action under Section 5.03 of the Rehabilitation Act, 1973. The information requested is voluntary and will be kept confidential. No applicant will be subject to any adverse treatment for not completing these questions.

This application is intended for use in evaluating your qualifications for employment. <u>This is not an employment contract.</u> Please answer all questions completely and accurately. False or misleading statements during the interview or on this form are grounds for terminating the applicant process or, if discovered after employment, termination of employment. All qualified applicants will receive consideration regardless of race, color, creed, religion, sex, sexual preference, national origin, marital status, age or the presence of disabilities. A felony conviction will not automatically bar an applicant from Village employment. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment and prior to reporting for work, you may be required to complete a medical history form and may be required to submit to an examination by a medical professional designated by the Village.

Applicant Infor	mation			
Name:		First		MI
Address:		, not		
Street		City	State	Zip
Home Telephone: _		_	Work Telephone:	
Cellular Telephone: _		_		
Position	Position applying for: Employment Category		Full time	_ Part time
Education	Name of School	City and State	Major Subject	Degree/Diploma Achieved and Number of Years Attended
High School				
College/University				
College/University				

List any other skills, licenses, or certificates that may be related to the position for which you are applying.

Employment History

and part-time jobs, summer o	r volunteer work during the l		Starting with the most recent employe of military service, self-employment, a	
Name of Employer:			Supervisor:	
Position Title:			Phone Number:	
From:	то:	Salary:	per:	
Duties and responsibilities	:			
Reason for Leaving:				
Name of Employer:			Supervisor:	
Position Title:			Phone Number:	
From:	_ To:	Salary:	per:	
Duties and responsibilities	:			
Reason for Leaving:				
Name of Employer:			Supervisor:	
Position Title:			Phone Number:	
From:	то:	Salary:	per:	
Duties and responsibilities	:			
Deason for Lossing:				
Reason for Leaving:				

References	List only those familiar	with your work ability.	Do not list r	elatives or	friends.
Name	Address/T	elephone Number	Y	′ears Kno	wn/Relationship
1					
2					
3					
We may contact the emplo	yers listed above unless you indicate	those you do not want us	to contact.		
Do not contact:		Reason:			
Drivers License					
	do you have the appropriate valid				
License #:	Туре		State of	lssue:	
List any moving violatio	ns for the previous five (5) years				
Failure to list all applica	ble violations on your drivers licer	se will result in disqual	lification of v	our applica	ation.
				our appro	
Convictions (O)	· · · · · · · · · · · · · · · · · · ·				
	THAN MINOR TRAFFIC VIOLAT			E ON THE	= APPLICAN I
	y, have you ever been convicted o			en convict	ed of
	fenses? Yes No		,		
As a juvenile, have you	ever been waived into adult court	and convicted of any f	elony or misc	lemeanor	2
	No				
Yes	No				
Please list all conviction	s and all pending charges, includir				ecessary.
Please list all conviction					ecessary. Disposition
Please list all conviction	s and all pending charges, includir				
Please list all conviction	s and all pending charges, includir				
Please list all conviction Date (mm/yr.)	s and all pending charges, includir Court Location (Village/State)	Conviction or F	Pending Char	ge	Disposition
Please list all conviction Date (mm/yr.) In accordance with federal	s and all pending charges, includir Court Location (Village/State) , state and local law, pending criminal	Conviction or F charges or any conviction	Pending Charg	ge onsidered u	Disposition nless they are
Please list all conviction Date (mm/yr.) In accordance with federal	s and all pending charges, includir Court Location (Village/State) , state and local law, pending criminal umstances of the particular job. Com	Conviction or F charges or any conviction	Pending Charg	ge onsidered u	Disposition nless they are

Technology Skills

List the software programs with which you are familiar

Confidentiality

Candidates for Village positions may request confidentiality of their names and application information. However, for those positions identified as "local public offices" by sec. 19.42(7)(w) Wis. Stats., the Village cannot maintain requested confidentiality if your name is sent to the Board for consideration or if you are among the group of five most qualified candidates. Generally, only department or division head positions are considered "local public offices." Please contact the Village of Mukwonago to inquire if the position you are applying for is considered a local public office.

I request confidentiality of my name as a candidate for this position.

I do not request confidentiality of my name as a candidate for this position.

Failure to indicate your preference will subject your name and application materials to release in accordance with the above statement.

Certification and Release

I certify that I have read and understand the applicant note on this form and that all the answers given by me to the forgoing questions and the statements made are complete and true to the best of my knowledge and belief. I understand that any false information omissions or misrepresentations of facts called for in this application may result in rejection of my application or termination at any time during my employment. I authorize the Village of Mukwonago and/or its agents including consumer reporting of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any bureaus, to verify any information concerning my background and hereby release said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs prior to and during my employment is prohibited. If Village policy requires, I am willing to submit to drug testing to detect the use or abuse of drugs during my employment.

I understand that application forms must be received by the Personnel Committee no later than 4:00 p.m. on the designated closing date, that the Village is not responsible for errors made by the postal system or for mechanical failure of a FAX machine or e-mail system.

I further understand and agree that this application is not a contract for employment, and that any individual hired by the Village of Mukwonago may leave their employment or may be terminated by the Village of Mukwonago at any time for any reason. I understand that, other than a written statement signed by the Mukwonago Community Library Personnel Committee, any oral or written statements to the contrary are not valid, are expressly disavowed and should not be relied upon by any prospective or existing employee.

Signature:

Date: _____

This application may be mailed to the Attention of: Personnel Committee, Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149. The postmark on the envelope must be dated no later than the designated closing date in order to be accepted. Applications and resumes can be faxed to: (866) 489-5499 no later than 4:00 p.m. on the designated closing date.