



Village of Mukwonago

EMPLOYMENT APPLICATION

Should you need assistance in filling out this application or during any phase of the employment process, please notify Angela Zimmermann, Library 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 required to complete this application in order to be considered an applicant for employment. Please do not respond to questions by answering "See Resume."

This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. 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 is possible. 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 Information

Name: _____
Last First MI

Address: _____
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				
Other				

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

Employment History

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the **last 10 years**. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheet if necessary.

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: _____ To: _____ 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: _____

References

List only those familiar with your work ability. Do not list relatives or friends.

Name

Address/Telephone Number

Years Known/Relationship

1

2

3

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact: _____ Reason: _____

Drivers License

Should the job require, do you have the appropriate valid drivers license? Yes No

License #: _____ Type: _____ State of Issue: _____

List any moving violations for the previous five (5) years _____

Failure to list all applicable violations on your drivers license will result in disqualification of your application.

Convictions (Other than minor traffic violations)(PROVIDE YOUR BIRTHDATE ON THE APPLICANT DATA SHEET. YOUR BIRTHDATE WILL BE USED FOR CRIMINAL BACKGROUND CHECK ONLY.)

Since your 17th birthday, have you ever been convicted of any felony or misdemeanor, or been convicted of Military court martial offenses? Yes No

As a juvenile, have you ever been waived into adult court and convicted of any felony or misdemeanor? Yes No

Please list all convictions and all pending charges, including relevant dates. Attach additional pages if necessary.

Date (mm/yr.)	Court Location (City/State)	Conviction or Pending Charge	Disposition

In accordance with federal, state and local law, pending criminal charges or any convictions will not be considered unless they are substantially related to circumstances of the particular job. Convictions and pending charges not reported will be cause for disqualification of your application.

Technology Skills

List the software programs with which you are proficient

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 bureaus, to verify any of this information. I authorize all former employers, 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 Board of Trustees, 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: Angela Zimmermann, Library Director, 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.

