



Employment Application

123 N River St | Waterford WI 53185 | 262-534-3980 | www.waterfordwi.org

The Village of Waterford is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, nationality, disability, veteran status, or any other status protected under local, state, or federal law.

PLEASE PRINT IN INK - (Application must be completed in full, even if attaching a resume)

Date:

Applying for What Position:

How did you hear about the Village of Waterford? (select one)

Waterford Post Website Walk-In Hi-Liter

Current Employee Other: _____

APPLICANT DATA

Last Name

First

Middle

Address

City

State

Zip

Telephone

Alternate Number

Email

GENERAL INFORMATION

Desired employment: Full-time Part-time Temp Seasonal Available Start Date _____ Desired Salary _____

Have you ever applied for employment with the Village of Waterford? Yes No Date/Location: _____

Have you ever been employed with the Village of Waterford? Yes No Date/Location: _____

Are any of your relatives presently employed with the Village of Waterford? Yes No

Name/Relationship/Location: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

Upon employment, can you provide genuine documentation of your identity and eligibility to be legally employed in the U.S.? Yes No
Only United States citizens or aliens with a legal right to work in the U.S. are eligible for employment.

Have you ever been convicted of a crime? Yes No Please explain: _____
A conviction record will not automatically bar you from employment and will only be considered as it relates to the particular job in question.

Are criminal charges or proceedings pending against you? Yes No Please explain: _____
A pending criminal charge will not automatically bar you from employment and will only be considered as it relates to the particular job in question.

Have you ever been discharged from any employment or asked to resign? Yes No Please explain: _____

Do you have a valid driver's license? Yes No Do you have a Class B CDL (for positions that require driving only)? Yes No

Are you presently employed? Yes No May we contact your present employer for references? Yes No

If no, please explain: _____

EDUCATION

High School: _____ Address: _____ Graduate? _____ # years completed: _____ GPA: _____ Class Rank _____	Have you received any job-related training in the United States Military? Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe: _____ _____ _____
College/University: _____ Address: _____ Graduate? _____ # years completed: _____ GPA: _____ Class Rank _____ Major: _____ Degree: _____	Describe any specialized training, apprenticeships, certifications, licenses or other skills: _____ _____ _____
College/University: _____ Address: _____ Graduate? _____ # years completed: _____ GPA: _____ Class Rank _____ Major: _____ Degree: _____	Other Training: _____ _____ _____

EMPLOYMENT HISTORY

Begin with current or most recent position and continue with all past employment. Attach additional sheet if necessary.

Employer 1: _____ Address: _____ Phone _____
Dates Employed: _____ to _____ Supervisor: _____ Starting Salary: _____ Ending Salary: _____
Position(s) Held: _____ Responsibilities: _____
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer 2: _____ Address: _____ Phone _____
Dates Employed: _____ to _____ Supervisor: _____ Starting Salary: _____ Ending Salary: _____
Position(s) Held: _____ Responsibilities: _____
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer 3: _____ Address: _____ Phone _____
Dates Employed: _____ to _____ Supervisor: _____ Starting Salary: _____ Ending Salary: _____
Position(s) Held: _____ Responsibilities: _____
Reason for leaving: _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

References:

Name: _____ Relationship: _____ Phone: _____ Email: _____
Name: _____ Relationship: _____ Phone: _____ Email: _____
Name: _____ Relationship: _____ Phone: _____ Email: _____

NOTIFICATION AND AGREEMENT

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is true and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I agree that the Village of Waterford shall not be held liable in any respect if I am denied employment or my employment is terminated because of false statements, answers or omissions made by me on this Application for Employment or any other document.

It is the policy of the Village of Waterford to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, gender, national origin, marital status, expunged juvenile records or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam Era, and individuals with a disability and any other characteristics protected by Federal, State or Local law.

I understand that submission of an application does not guarantee employment. I further understand should an offer of employment be extended by the Village of Waterford that such employment with the Village of Waterford is At Will, for no specified duration and may be terminated by either the Village of Waterford or myself and at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of the Village of Waterford or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of the Village of Waterford, except the Village Administrator, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreement must be made in writing and signed by the Village Administrator of the Village of Waterford.

I understand that, if offered a position with the Village of Waterford, I may be required to submit to a pre-employment medical examination, drug screening, and/or background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

In consideration for employment with the Village of Waterford, if employed, I agree to conform to the rules, regulations, policies and procedures of the Village of Waterford at all times and understand that such compliance is a condition of employment.

I understand that this application is considered current for thirty (30) days. If I wish to be considered for employment after this period, I must fill out and submit a new application.

I authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to the Village of Waterford and/or any of its representatives, agents or vendors. I understand that the information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I fully release and discharge, absolve, indemnify, and hold harmless all parties involved from any and all claims, liability, demands, causes of action, damages or costs including attorney fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the party disclosing such facts knows are untrue.

I acknowledge that, in the event I am a finalist for the position to which I am applying, my application may be matter of public record, pursuant to Wisconsin's Open Records Law (Wisc Stat. § 19.36), and may be subject to disclosure.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me on this application and any other accompanying or required documents.

Applicant signature: _____ Date: _____



EMPLOYMENT FORM

BACKGROUND CHECK AUTHORIZATION

123 North River Street, Waterford, WI 54185 ♦ 262.534.3980 ♦ www.waterfordwi.org

Authorization to conduct a background check

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All applicants are subject to a criminal background check as a condition of employment. Note that a criminal record and a pending criminal charge will not automatically bar you from employment.

Please provide the information requested. Confidentiality is maintained in all circumstances.

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Address _____ City _____ State _____ Zip _____

Birthdate _____ Driver's License: State _____ License _____ Social Security # _____

xx/xx/xxxx

Signature _____ Date _____