



# VILLAGE OF RANDOM LAKE

## Employment Application

### APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Do you possess a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	License#:	
Do you possess a valid commercial driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:		
Do you possess an AEMT certification #?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	Cert. #	
Do you possess other relative certification #s?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	Cert. #	

List any relative(s) employed by the Village of Random Lake or serving as an elected or appointed official:

The Village of Random Lake does not discriminate on the basis of any class identified in Section 111.31, Wis, Stat. Any applicant requiring reasonable accommodation to the application or interview process should notify a representative of the Village of Random Lake.

### EDUCATION

High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
If no, have you passed a high school equivalency or GED test?		YES <input type="checkbox"/> NO <input type="checkbox"/>	Location of test:
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

### REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

**PREVIOUS EMPLOYMENT**

Company

Phone

Address

Supervisor

Job Title

Starting Salary

Ending Salary

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO 

Company

Phone

Address

Supervisor

Job Title

Starting Salary

Ending Salary

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO 

Company

Phone

Address

Supervisor

Job Title

Starting Salary

Ending Salary

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO 

Where there any periods of time when you were not in school or working?

YES NO 

Dates:

Reasons:

**SPECIAL SKILLS**Word  Excel  Power Point  Access  Other **MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain:

**CRIMINAL RECORD INQUIRY INFORMATION**

Have you ever been bonded?  
If yes, why?

YES  NO

**LIST ALL CONVICTIONS (this would include felony, misdemeanor or municipal ordinances(s) including any time you have paid a fine. Do not include minor traffic violations.**

Date: Charge:

Date: Charge:

Date: Charge:

**List all pending criminal charges.**

Date: Charge:

Date: Charge:

**DISCLAIMER AND SIGNATURE**

Application Statement

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that consideration for employment with the Village is contingent upon the results of reference and background checks. I authorize village personnel to investigate all information provided by me on my application for employment. I understand that this information will be used to evaluate my qualifications and suitability for village employment and to verify the correctness and completeness of the information provided by me.

I further understand that the reference and background checks necessitate contacting present and past employers and any listed references or other individuals, who can verify information. I authorize any party (including employers, organizations and/or other individuals with which I have been or am currently associated and all persons connected with them) to release any information they may have about me to the village, including all of my personnel records. I understand that the people contacted will be advised that what they say will be held in confidence.

To the extent permitted by law, I hereby release from any and all liability the village, its officers, officials and all village employees and agents for acts performed in connection with evaluation my application, background, credentials and qualifications.

I understand that the village does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing "Applicant Statement".

Signature

Date

Your application will not be considered if it is incomplete. Attach additional page(s) if necessary. You may attach a resume, however, it will not be accepted as a substitute for this application.

Thank you for completing this application, your interest in employment with the Village of Random Lake is appreciated.