



VILLAGE OF RANDOM LAKE

Employment Application

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 providing the following information.

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:	
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?	Degree
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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?	Degree
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other		Address	
From	To	Did you graduate?	Degree
		YES <input type="checkbox"/>	NO <input type="checkbox"/>

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 <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
Where there any periods of time when you were not in school or working?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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? YES NO
If yes, why?

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

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