

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

If you do not give complete information, you may be removed from further consideration. So that your application will be processed accurately, please do the following:

1. Fill out a separate application form for each job, unless otherwise directed in the job announcement. Do not submit photocopies of your application form. An original is requested for each job you apply for unless otherwise directed in the announcement. Sign your application form on page four.

2. **Employment Experience Section:** Be specific and complete. **Applications that are not completed will be removed from further consideration.**

-List each promotion as a separate job, even though it may have been with the same department or organization.

-If you need additional space, you may attach your own additional sheets; be sure to complete all the information that is requested on the application forms, i.e. employing firm, title, length of employment, total time, hours per week etc.

-If the hours per week on a job vary, please use the average number of hours per week.

-In completing the Employment Experience section, include only **paid** experience; unpaid relevant experience should be listed on page three under Volunteer and Unpaid Experience.

-Part-time paid work experience is prorated to the number of hours worked. Use a 40-hour week as the standard for full-time work.

-To receive proper credit, list the five most important and/or time-consuming duties and the percentage of time spent on **each** for each position. Do not include unimportant job duties which are performed only occasionally.

3. If you have a resume or other supporting materials, submit them with your application form.

4. Applications received after the designated closing date will not be accepted.

5. Your application and all supporting materials become the property of the Village of Hortonville and cannot be returned. Work samples, letters of recommendation, placement folders, etc., should be submitted at the time of the application. To conserve file space all such materials will be destroyed unless it is essential to determine your training and experience ratings. However, you may bring such material to an actual employment interview.

6. The only adjustments you may make on your application form after the closing date are your name, address and telephone number.

This application is to assist in the process of referring you to village agencies for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to Village agencies where you may be considered for employment. Names of applicants and the applications become public when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if you don't provide it.
Name	To distinguish you from other applicants	Yes	Failure to provide information may be cause of rejecting an application.
Social Security Number	To distinguish you from other applicants and to make processing more efficient.	No	In most cases, nothing. However it will help ensure that we do not confuse your records with those of others.
Street Address Route or Box Number	To be able to send you notices.	Yes	Failure to provide information may be cause of rejecting an application.
Telephone Numbers	To be able to contact you to determine availability for interview.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Racial/Ethnic, Disability Status	To provide compliance with Equal Opportunity requirements and provide compliance with American Disabilities Act.	No	We will not be able to determine whether our selection process results in unfair discrimination.
Conviction Records	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related conviction.	Yes	We will not be able to make determinations required by law.
Special Testing Procedures	To determine whether you need special testing procedures.	No	Nothing except if you need test accommodations, we don't know about it.

VILLAGE OF HORTONVILLE • WISCONSIN
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 www.hortonvillewi.org

APPLICATION FOR EMPLOYMENT

Do not complete this application form until you have read the instructions and information on page 1.

(PLEASE PRINT)

Position Applied For		Date of Application		
Last Name		First Name		Middle Name
Address:	Street	City	State	Zip Code
Home Phone Number		Work Phone Number		

~Date available for employment: _____

~What type of employment are you seeking? Regular Full-Time Temporary Full-Time
 Regular Part-Time Temporary Part-Time

~May we contact your present employer? Yes No

~May we contact your former employers? Yes No

EDUCATION

Did you graduate from high school or complete a GED? _____
 Where? _____

What was the last grade completed (Circle One): 7 8 9 10 11 12 | 13 14 15 16 17 18 19 20 +
 High School College/Post High School

Name and Location of College, University or Professional School	Dates Attended		Quarter Semester	Type Degree	Date Received	Major Subject	Minor Subject
	FROM	TO					

Name and Location of Business, Trade, Technical, or Vocational School	Dates Attended		Full Time	Part Time	Hours/Week	Subject Date Certificate Received
	FROM	TO				

Honors Received: _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Indicate each promotional level of employment in a separate block--even if it was with the same company/agency. Provide a complete description of all qualifying experience. Account for all your time.

Employing Firm	Address	
Position	Supervisor	Telephone No.
Major Duties:		
1 _____		
2 _____		
3 _____		
Reason For Leaving _____		
Machines/Equipment Used _____		
Length of Employment:	FROM _____	to _____
Start Salary: _____		Last Salary: _____

Employing Firm	Address	
Position	Supervisor	Telephone No.
Major Duties:		
1 _____		
2 _____		
3 _____		
Reason For Leaving _____		
Machines/Equipment Used _____		
Length of Employment:	FROM _____	to _____
Start Salary: _____		Last Salary: _____

Employing Firm	Address	
Position	Supervisor	Telephone No.
Major Duties:		
1 _____		
2 _____		
3 _____		
Reason For Leaving _____		
Machines/Equipment Used _____		
Length of Employment:	FROM _____	to _____
Start Salary: _____		Last Salary: _____

LIST APPROPRIATE CERTIFICATES, REGISTRATIONS OR OCCUPATIONAL LICENSES:

CLASS	NUMBER	EXPIRATION DATE
1)		
2)		

If position **requires** a driver's license per the employment standards in the job description, please provide:

Drivers license number: _____ Class: _____

Have you had any moving violations in the past five (5) years? Yes No

If yes, please explain: _____

Your signature on this application form authorizes release of your driving record to determine your employment eligibility: _____

LIST VOLUNTEER AND UNPAID WORK EXPERIENCE RELEVANT TO THE POSITION YOU ARE APPLYING FOR:

Organization _____

Type of Work _____

Hours/Week _____ How Long _____

Organization _____

Type of Work _____

Hours/Week _____ How Long _____

PLEASE LIST SPECIAL SKILLS RELATED TO THE WORK FOR WHICH YOU ARE APPLYING:

MILITARY RECORD

Have you ever been on active duty in the armed forces of the United States? No Yes, highest rank attained _____

Branch of Military Service	File Number	Dates of Active Duty	
		From ___/___/___	To ___/___/___ mo day yr mo day yr

ASSOCIATED ACTIVITIES

List professional, trade, business or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status:

NON-EMPLOYER REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

APPLICANT'S STATEMENT

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment may be considered active for a period of time not to exceed 6 months.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that it is my responsibility to submit any changes in my availability or my address to the Personnel Office in writing.

Signature of Applicant

Date

NAME (LAST, FIRST, MIDDLE)

TITLE OF POSITION

THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION.

NOTE: The information requested below will be reviewed and retained in order to process your application. Check **Yes** or **No** to question 1 and provide information requested.

1. Have you ever been convicted for a violation of the law OTHER THAN a minor traffic tickets(s)? Yes No
If yes, provide details. (Non-job related convictions do not disqualify you from employment.)

2. Today's Date:

HOW DID YOU LEARN ABOUT THIS JOB?

- Private Employment Agency (name)
Public Employment Agency (name)
Newspaper (name)
High School (name)
College/Tech. School (name)
Walk-in
Contacted Village Personnel
Village Employee Referral
Other

THE VILLAGE OF HORTONVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

Policy Statement

It is the official policy of The Village of Hortonville to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, religious or political affiliation, sex, age, disability, sexual preference, arrest/conviction record, marital status, national origin, ancestry, or any other non-merit factors except where age, sex, or physical requirements constitute a bona fide occupational qualification. This policy is applicable to all phases of employment, including but not limited to job placement procedures, testing, training, layoff and recall, disciplinary action, termination, and all other personnel procedures. In short, all employment decisions will be made in order to further the principles of equal opportunity. Furthermore, hiring and promotional decisions will be made in accord with the principles of equal employment opportunity by imposing only valid requirements for hiring and promotional opportunities.

Please be advised that you may request needed accommodations for interviews, tests, or demonstrations. A request shall be forwarded to the Village upon notification of the required interview, test, or demonstration.

VILLAGE OF HORTONVILLE

AUTHORIZATION FOR RELEASE OF INFORMATION FORM

Date: _____

Name: _____

Address: _____

This will authorize you to release any pertinent information to the Village of Hortonville.

We are particularly interested in:

1. Municipal, State or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any previous employer
5. Present employer
6. Any school, college, university or other educational institution
7. Any place of business (for credit or employment data)
8. Credit rating bureaus or institutions
9. Other _____

Please return report to: VILLAGE OF HORTONVILLE
531 N. Nash Street
PO Box 99
Hortonville, WI 54944-0099

NOTICE TO APPLICANTS

This Release is executed to authorize the Village of Hortonville, as a prospective employer, to obtain any/all of the above information from those sources listed. It is understood that said information shall be used only in consideration for possible employment and shall not be further disseminated for any other purpose(s).

I, the undersigned, do hereby authorize the release of information to the Village of Hortonville.

Signature

Date