

500 Cedar Street Baraboo, WI 53913 Phone: (608) 356-2516 Fax: (608) 356-2441

villageofwestbaraboo.com

Melissa Ryan, Clerk/Treasurer Kathy Klein, Deputy Clerk/Treasurer William Clary, Director of Public Works Mike Arndt, Village President

APPLICATION FOR EMPLOYMENT

VILLAGE OF WEST BARABOO PUBLIC WORKS LABORER

INSTRUCTIONS:

- 1. This Application must be submitted to be considered for employment.
- 2. All questions must be answered.
- 3. The Authorization for Release of Information must also be completed and attached to the completed Application.
- 4. The Application should be signed and dated on the last page.

The Village of West Baraboo is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the Village's policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, sexual orientation, age, sex, veteran status, or disability, or any other basis prohibited by Federal or State law. As an equal opportunity employer, the Village intends to comply fully with all Federal and State laws. The information requested on this Application will not be used for any purpose prohibited by law.

Those applicants requiring accommodation to the application and/or interview process should contact William Clary, Director of Public Works at 608-356-2516.

Name:	
Address:	-
City, State, Zip:	_
Home Phone: Cell Phone:	
Email Address:	
How did you hear about this position? Newspaper Website Referral	
Other:	
Have you worked for the Village before? If yes, when?	
May we contact your present employer regarding your qualifications?	_
Are you a citizen of the United States or on a Visa which permits you to work?Are you at least 18 years old?	



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EMPLOYMENT RECORD

Provide your employment history for the last ten years. List in order, present employer first. Account for all periods between jobs. Include experiences in Armed Forces. If you need more room, attach additional pages to this form.

From (Mo-Yr) to (Mo-Yr)	Job Title or Occupation:	
Employer Name and address:		_
Supervisor's name and title:		_
Supervisor's phone number:		_
Description of your duties:		
Highest earned salary:	Reason for leaving:	_
	Job Title or Occupation:	
Employer Name and address:		_
Supervisor's name and title:		_
Supervisor's phone number:		_
Description of your duties:		
Highest earned salary:	Reason for leaving:	_



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From (Mo-Yr)	to (Mo-Yr)	Job Title or Occupation:	
Employer Name and a	ddress:		
Supervisor's name and	l title:		
Supervisor's phone nu	mber:		
Description of your du	ties:		
Highest earned salary:		Reason for leaving:	
From (Mo-Yr)	to (Mo-Yr)	Job Title or Occupation:	
Employer Name and a	ddress:		
Supervisor's name and	l title:		
Supervisor's phone nu	mber:		
Highest earned salary:		Reason for leaving:	



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EDUCATION AND TRAINING

Did you graduate from high school	? Yes	No			
If yes, name and location of high sc	hool:				
If no, have you passed a high school	l equivalency	or GED test? Ye	es No		
Date test was passed:	State	e			
Training beyond high school (Colle you have received). Indicate credit			ge, military,	, other training o	r certifications
Name and Location	Full or Part Time	Dates Attended (Mo/Yr-Mo/Yr)	Credits Earned	Major Field Of Study	Degree and Date Received



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REFERENCES

Do not include personal friends or relatives.			
Reference name and address:			
Relationship to reference:			
Reference's Occupation/Position:			
Reference's phone number:			
Reference name and address:			
Relationship to reference:			
Reference's Occupation/Position:			
Reference's phone number:			
Reference name and address:			
Relationship to reference:			
Reference's Occupation/Position:			
Reference's phone number:			
Reference name and address:			
Relationship to reference:			
Reference's Occupation/Position:			
Reference's phone number:			



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CONVICTION RECORD OR PENDING CRIMINAL CHARGES

Li	ist any other na	mes by which you have been l	known on official records	:	
ch ch	narges, excludin narge is not an a	evictions (including felonies, range parking offenses and conviction of the control of the control of the covery by the Village of false	ctions prior to your 18th b Each case will be conside	oirthday. A conviction ered on its individual	n or pending criminal circumstances.
	Date	Charge	Place	Court	Action Taken
	Dute	Citage	Timee	Court	riction runch



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Please Read Carefully Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or given to the employer through the application process may be considered sufficient cause for dismissal. I am aware that an investigation of my background may be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the Village of West Baraboo or its agent upon presentation of this or copy hereof. I understand that the background check might be done either before or after an employment decision is reached and in fact could conceivably be done on multiple occasions during employment.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my employment as requested by the Village of West Baraboo.

I hereby release from liability and hold harmless the Village of West Baraboo and all persons and corporations supplying this information to the Village of West Baraboo and/or its agents. A photocopy of this authorization is as effective as the original.

Signature of Appl	icant:		Date:		
Print Name:					
	First	Middle	Last		