



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

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 Bob DeMars, 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 _____

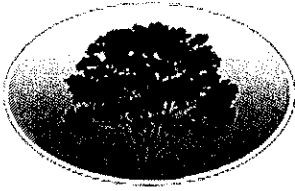
Other: _____

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? _____



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

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: _____

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: _____



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

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: _____

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: _____



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

EDUCATION AND TRAINING

Did you graduate from high school? Yes No

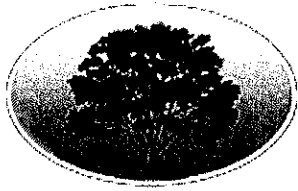
If yes, name and location of high school: _____

If no, have you passed a high school equivalency or GED test? Yes No

Date test was passed: _____ State _____

Training beyond high school (College or university, Business College, military, other training or certifications you have received). Indicate credits earned or completed.

Name and Location	Full or Part Time	Dates Attended (Mo/Yr-Mo/Yr)	Credits Earned	Major Field Of Study	Degree and Date Received



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

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: _____



Village of West Baraboo
 500 Cedar Street Baraboo, WI 53913
 Phone: (608) 356-2516 Fax: (608) 356-2441
villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

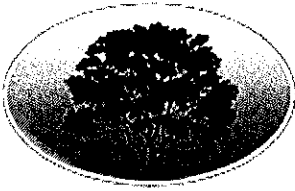
CONVICTION RECORD OR PENDING CRIMINAL CHARGES

List any other names by which you have been known on official records: _____

Please list all convictions (including felonies, misdemeanors and ordinance violations) and any pending criminal charges, excluding parking offenses and convictions prior to your 18th birthday. A conviction or pending criminal charge is not an automatic bar to employment. Each case will be considered on its individual circumstances.

A subsequent discovery by the Village of false or incomplete information may be considered grounds for termination.

Date	Charge	Place	Court	Action Taken



Village of West Baraboo

500 Cedar Street Baraboo, WI 53913

Phone: (608) 356-2516 Fax: (608) 356-2441

villageofwestbaraboo.com

Carol Cox, Deputy Clerk/Treasurer

Robert DeMars, Director of Public Works

**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 Applicant: _____ Date: _____

Print Name: _____
 First Middle Last