



THE VILLAGE, IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP OR DISABILITY, CREED, SEXUAL ORIENTATION, ANCESTRY, ARREST OR CONVICTION RECORD, CITIZENSHIP STATUS, MARITAL STATUS, VETERAN STATUS OR MEMBERSHIP IN THE NATIONAL GUARD, STATE DEFENSE FORCE, OR ANY RESERVE COMPONENT OF THE MILITARY FORCES OF THE UNITED STATES OR WISCONSIN, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW. THE VILLAGE ALSO IS REQUIRED BY LAW, BECAUSE OF ITS ASSOCIATION WITH THE FEDERAL GOVERNMENT, TO TAKE AFFIRMATIVE ACTION TO EMPLOY WOMEN, MINORITIES, OTHERWISE QUALIFIED INDIVIDUALS, AND VIETNAM/DISABLED VETERANS. THE VILLAGE IS AN EQUAL OPPORTUNITY EMPLOYER.

PLEASE PRINT

TODAY'S DATE

POSITION APPLIED FOR:		HAVE YOU PREVIOUSLY APPLIED AT OR BEEN EMPLOYED BY THE VILLAGE OF CHENEQUA? IF YES, EXPLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO	
LAST NAME	FIRST NAME	MIDDLE	
LIST ANY OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN WHICH WOULD BE NEEDED TO VERIFY WORK OR EDUCATION RECORDS		ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PRESENT ADDRESS	CITY	STATE	ZIP PHONE NUMBER
MAY A REFERENCE CHECK BE MADE WITH YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:		ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN CONVICTED OF, OR DO YOU CURRENTLY HAVE A CHARGE PENDING, FOR ANY VIOLATION OF LAWS OF THE UNITED STATES, STATE, COUNTY, CITY, VILLAGE OR TOWN, INCLUDING MISDEMEANORS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:			
HOW DID YOU FIND OUT ABOUT US?			

EDUCATION

SCHOOL	NAME & LOCATION OF SCHOOL	YEAR COMPLETED	GRADUATE? YES OR NO	DEGREE RECEIVED	MAJOR FIELD OF STUDY
HIGH					
COLLEGE					
POST GRADUATE					
OTHER					
DO YOU HAVE PLANS FOR FURTHER EDUCATION: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:				ACADEMIC HONORS RECEIVED:	

MILITARY SERVICE: NOTE: VERIFICATION OF DISCHARGE TYPE WILL BE REQUIRED UPON HIRE.

DATES: FROM: _____ / _____ TO: _____ / _____ (month) (year) (month) (year)	BRANCH:	FINAL RANK:
LIST KIND OF WORK PERFORMED AND TRAINING RECEIVED WHILE IN THE MILITARY:		
LIST ADDITIONAL TRAINING/SKILLS LEARNED:		

WORK HISTORY: (LIST ALL PAST PERIODS OF EMPLOYMENT, MOST RECENT EMPLOYMENT FIRST AND SO ON.)

DATES OF EMPLOYMENT MONTH & YEAR	1.NAME OF COMPANY 2.ADDRESS OF COMPANY 3.IMMEDIATE SUPERVISOR & PHONE #	JOB TITLE & TYPE OF WORK PERFORMED	WAGE OR SALARY	REASON FOR LEAVING	MAY A REFERENCE BE MADE WITH THIS EMPLOYER YES OR NO?
FROM: TO:	1. _____ 2. _____ 3. _____				<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:
FROM: TO:	1. _____ 2. _____ 3. _____				<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:
FROM: TO:	1. _____ 2. _____ 3. _____				<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:
FROM: TO:	1. _____ 2. _____ 3. _____				<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:
FROM: TO:	1. _____ 2. _____ 3. _____				<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:
FROM: TO:	1. _____ 2. _____ 3. _____				<input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:

GENERAL:

ARE YOU AVAILABLE TO WORK <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CASUAL
ARE YOU ON LAYOFF AND SUBJECT TO RECALL? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF EMPLOYED, WHEN COULD YOU REPORT FOR DUTY: _____ STATE SALARY DESIRED: _____

OTHER SKILLS/LICENSES/CERTIFICATIONS (PLEASE CHECK WHERE APPROPRIATE)

TYPEWRITER _____ WPM CAN YOU TRANSCRIBE MACHINE DICTATION? YES NO

COMPUTER SKILLS (EQUIPMENT/SOFTWARE USED) _____

CDL _____

PLEASE LIST ANY OTHER EQUIPMENT YOU CAN OPERATE OR OTHER CERTIFICATES/LICENSES WHICH MAY BE PERTINENT IN CONSIDERATION OF YOUR EMPLOYMENT

ACKNOWLEDGEMENT OF TRUTHFULNESS

I certify that the answers and information contained in this application (and accompanying resume, if any) are true and correct to the best of my knowledge. I understand that falsification, misleading statements, or omissions concerning this application (and accompanying resume, if any) disqualifies me from further consideration and if discovered after hire will result in termination of my employment. I understand that the Village of Chenequa shall not be held liable in any way for my termination because of the falsity or misleading nature of statements, omissions or answers given by me on this application (and accompanying resume, if any).

AT WILL EMPLOYMENT

I understand that filling out this application does not obligate the Village of Chenequa to offer me a job. I understand and acknowledge that my employment, benefits, and compensation are "at-will" and can be terminated with or without cause for any reason consistent with applicable state and federal law, city ordinance, or collective bargaining agreement, and with or without notice at the option of the Village of Chenequa or myself. I understand this application is not a contract of employment, express or implied. I understand no representative of the Village of Chenequa other than the Village Board of the Village of Chenequa or its designee has any authority to enter into any oral or written agreement for employment for any specified period of time or to negotiate any agreement contrary to the foregoing.

Dated: _____ Signature of Applicant _____

I wish my application and resume to remain confidential to the extent allowed by law. I understand that if I become a finalist for this position, my application and resume may be open to public inspection, per Sec. 19.36 Wis. Stats.

Yes No _____
Signature is required if you have checked yes

THIS APPLICATION WILL BE RETAINED FOR ONE (1) YEAR, HOWEVER, THE VILLAGE DOES NOT GUARANTEE CONSIDERATION FOR FUTURE VACANCIES. YOU MUST NOTIFY THE VILLAGE OF YOUR DESIRE TO HAVE YOUR APPLICATION CONSIDERED FOR ANY FUTURE VACANCY.

PLEASE RECHECK THIS APPLICATION. ALL QUESTIONS MUST BE ANSWERED

SEE BACK SIDE

REFERENCES: PROFESSIONAL/WORK REFERENCES

NAME	ADDRESS	PHONE #	TITLE	HOW LONG KNOWN