



Mailing address:
 Town Administrator
 1293 Washington Avenue
 Cedarburg, WI 53012
 Telephone: 262-377-4509
 Fax: 262-377-0308

APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Date _____

Name _____
 last first middle

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Type of work for which you wish to be considered _____

What source led you to make application with us? _____

EMPLOYMENT HISTORY (List present or most recent employer first)

| | | | | |
|--------------------|-----------------------|------------------------|------------------------|---------------------|
| Employer | Employed | Type of work performed | Present or last salary | Reason for Leaving |
| Address/City | from _____ mo./yr. | | | |
| Name of supervisor | to _____ mo./yr. | | | |
| Employer | Employed | Type of work performed | Present or last salary | Reason for Leaving, |
| Address/City | from _____ mo./yr. | | | |
| Name of supervisor | to _____ mo./yr. | | | |

| | | | | |
|--------------------|-----------------------|------------------------|------------------------|--------------------|
| Employer | Employed | Type of work performed | Present or last salary | Reason for Leaving |
| Address/City | from _____ mo./yr. | | | |
| Name of supervisor | to _____ mo./yr. | | | |
| Employer | Employed | Type of work performed | Present or last salary | Reason for Leaving |
| Address/City | from _____ mo./yr. | | | |
| Name of supervisor | to _____ mo./yr. | | | |

EDUCATION

| School | Name & Location of School | Circle Last Year Completed | Major Course | Diploma and/or Degree? |
|--------------------------|---------------------------|----------------------------|--------------|------------------------|
| High School | | 9 10 11 12 | | |
| College | | 1 2 3 4 more | | |
| Business or Trade School | | Months Attended | | |

If you served in the U.S. Armed Forces, briefly describe skills acquired _____

PERSONAL INFORMATION

Are you legally authorized to work in the U.S.? Yes _____ No _____

(NOTE: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

Name, address and telephone number of someone other than a household member we can contact in case of emergency _____

Are you at least 18 years of age? Yes _____ No _____

Have you ever been convicted of a crime (felony)? Yes___ No___ (A conviction does not automatically bar you from employment.)

If yes, give details_____

If you are an experienced operator of any office machines or equipment, please list _____
_____ Typing speed _____ wpm Shorthand _____ wpm

If you are an experienced operator of any plant machines or equipment, please list _____

Do you have any other skills you wish to mention? _____

Are you presently employed? Yes___ No___ If so, may we contact your present employer? Yes___ No___

If hired, when would you be available? _____ Salary requirements? _____

REFERENCES

| | | |
|-------------------|-------|-------|
| Name of Reference | _____ | _____ |
| Occupation | _____ | _____ |
| Address | _____ | _____ |
| City, State, Zip | _____ | _____ |
| Telephone | _____ | _____ |

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

Signature _____ Date _____