

TOWN OF ROUND LAKE
10625N COUNTY ROAD A
HAYWARD WI 54843

Position: _____

APPLICATION FOR EMPLOYMENT

Name of Applicant

Telephone Number

Address

Alternate Phone Number

City, State, Zip Code

Town of Round Lake is an Equal Opportunity Employer

The Town of Round Lake considers applicants for all positions without regard to race, color, creed, sex, national origin, age, ancestry, marital status, sexual orientation, arrest record, conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or this state, or the use or non-use of lawful products off the employer's premises during non-working hours, or any other legally protected status.

CERTIFICATION, AUTHORIZATION & RELEASE

I certify that the information given by me on this application is true and correct and without omissions to the best of my knowledge. I understand and agree that any misrepresentation or deliberate omission of a fact during the application process may result in a rejection of my application or, if employed, a termination from employment.

I further understand that the Town will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I consent to and authorize release of information requested by the Town or its agents and I release from liability any person giving or receiving any such information.

I agree that my employment may be terminated by the Town at any time during probation without liability for wages or salary except such as may have been earned at the date of such termination unless otherwise agreed to in writing.

Although the Town management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, or work schedules other than usual work hours as business needs dictate. I understand and accept these conditions of employment, if hired.

Receipt of the application by the Town for consideration does not constitute a promise to interview or to offer employment with the Town. I also understand that the Town does not accept personal resumes alone for consideration in the employment process and will consider this application as completed, along with a resume if submitted, when reviewing candidates for an employment vacancy.

I further understand that I may be asked to undergo a physical examination, including substance abuse screening after employment. I understand that refusal to participate in a requested pre-employment substance abuse screening will result in the rejection of my application.

Signature of Applicant

Date

EMPLOYMENT HISTORY

Begin with most recent -- at least past ten years

Employed from: _____ to: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____

Supervisor Phone#: _____

Job Title: _____

Duties: _____

Starting Annual Salary or Hourly Wage: _____

Ending Annual Salary or Hourly Wage: _____

Reason for

Leaving: _____

May we contact employer/supervisor? yes no

Employed from: _____ to: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____

Supervisor Phone#: _____

Job Title: _____

Duties: _____

Starting Annual Salary or Hourly Wage: _____

Ending Annual Salary or Hourly Wage: _____

Reason for

Leaving: _____

May we contact employer/supervisor? yes no

Employed from: _____ to: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Supervisor Name: _____

Supervisor Phone#: _____

Reason for Leaving: _____

Job Title: _____

Duties: _____

Starting Annual Salary or Hourly Wage: _____

Ending Annual Salary or Hourly Wage: _____

Reason for

Leaving: _____

May we contact employer/supervisor? yes no

EDUCATIONAL BACKGROUND

Name of School Address Degree/s Major/s

High School

College

Graduate

Technical

License/s or Certification/s Held:

MILITARY SERVICE

Branch of Service

Mo/Yr Served From To

Active Duty or Reserve

Highest Grade

Skill Specialty or Primary Duty

List Special Schools Attended/Skills Acquired During Military Service:

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU
THINK WOULD ESPECIALLY QUALIFY YOU FOR EMPLOYMENT WITH THE TOWN?

PERSONAL REFERENCES

Avoid Using Relatives

Name of Reference: _____

Position: _____

Address: _____

Telephone Number: _____

City/State/Zip: _____

How long has this person known you? _____

Name of Reference: _____

Position: _____

Address: _____

Telephone Number: _____

City/State/Zip: _____

How long has this person known you? _____

Name of Reference: _____

Position: _____

Address: _____

Telephone Number: _____

City/State/Zip: _____

How long has this person known you? _____

GENERAL INFORMATION

1. Are you at least 18 years of age? yes no

2. Have you ever been employed by this Town? yes no
 - (a). If yes, from _____ to _____.
 - (b). In what department? _____
 - (c). In what position? _____
 - (d). Reason for leaving _____

- 3(a). Are you a resident of the Town of Round Lake? yes no
- 3(b). How long have you resided at your present address _____

4. Are you willing to work: evenings shifts weekends
 overtime

5. Are you willing to be on-call for emergencies? yes no

6. Are you willing to receive special training for this position?
 yes no

7. Do you have a valid driver's license? _____ If, yes, issued by what State? _____ Driver's License # _____
Do you have current automobile liability insurance? _____
Do you have a CDL license? _____
If yes, what classifications? _____

8. Have you ever been bonded? _____ If yes, on what jobs? _____

9. Have you ever been convicted of, or plead no contest to, any felony or misdemeanor for violation of any federal law, any Wisconsin law, any laws of any other states or ordinances of any municipality or are there any criminal charges pending against you? yes no
(It is not necessary to include minor traffic violations)
If yes, please list jurisdiction (location), date(s), and charges(s): _____

Criminal charges are not an automatic bar to employment. Each charge is considered on a case-by-case basis in relationship to the position in compliance with state or federal law.

FOR OFFICE USE ONLY:

Date Application Received: _____ Reviewed by: _____

Comments: _____

Interview: no yes; if yes, when? _____ Hired? yes no