



EMPLOYMENT APPLICATION

To be used to apply for any position

2828 Allouez Avenue Bellevue, WI 54311 (920) 468-5225

Email: employment@villageofbellevue.org

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should contact the Village Administrator.

Directions:

- Print or type all information, except for signatures.
- Mail, email or drop off all applications to the above address.
- Incomplete or unsigned applications will not be considered.

Application Date: _____

Personal Information

Name _____ Email Address _____

Address _____

Phone _____ Cell Phone _____

Employment

Position(s) Applying for _____ Date Available _____

Type of employment desired? Full-Time Part-Time Seasonal Temporary Other

Desired Salary _____ Referral Source _____

Please answer the following questions:

If necessary, the best time to call you at home is? _____ am/pm

May we contact you at work? Yes No

If yes, work number and best time to call _____ am/pm Phone _____

Are you legally eligible for employment in this country? Yes No

Have you ever been bonded? Yes No

Will you travel if job requires? Yes No

Are you able to meet attendance requirements of the position? Yes No

Will you work overtime if required? Yes No If no, please explain _____

Education/Training

High School/GED (Name & Location) _____

Did you graduate? Yes No GED

College (Name & Location) _____

Subject Studied _____

Did you graduate? Yes No Anticipated date _____

Post Graduate (Name & Location) _____

Subject Studied _____

Did you graduate? Yes No Anticipated date _____

Trade, Business, or Correspondence (Name & Location) _____

Subject Studied _____

Did you graduate? Yes No Anticipated date _____

Describe any education, training, special study, research, memberships, offices held, publications, or skills not covered above that may be beneficial to the position you are applying for:

Employment History

Employer (Name & Address) _____

Phone _____ Dates of Employment _____

Immediate Supervisor & Title _____ May we contact? Yes No

Reason for leaving _____ Final hourly rate/salary: _____

Work & Responsibility Summary _____

Employer (Name & Address) _____

Phone _____ Dates of Employment _____

Immediate Supervisor & Title _____ May we contact? Yes No

Reason for leaving _____ Final hourly rate/salary: _____

Work & Responsibility Summary _____

Employer (Name & Address) _____

Phone _____ Dates of Employment _____

Immediate Supervisor & Title _____ May we contact? Yes No

Reason for leaving _____ Final hourly rate/salary: _____

Work & Responsibility Summary _____

Employer (Name & Address) _____

Phone _____ Dates of Employment _____

Immediate Supervisor & Title _____ May we contact? Yes No

Reason for leaving _____ Final hourly rate/salary: _____

Work & Responsibility Summary _____

Authorization

I certify that all information I have provided in order to apply for and secure work with the Village of Bellevue is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me employment with the Village of Bellevue, whenever it is discovered.

I expressly authorize, without reservation, the Village of Bellevue, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise certify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Village of Bellevue, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Village of Bellevue does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that unless otherwise provided for in a collective bargaining agreement, that I am an "at will" employee and that the employer may terminate my employment at any time, with or without cause, and with no prior notice. I understand that this application remains current for the position applied for in the case of full or part-time positions, and current for the hiring season for seasonal or temporary employment. I understand that in order to be considered for other full or part-time positions, and for seasonal or temporary positions beyond the current hiring season, it will be necessary to submit a new application.

I understand this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Village Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and federal immigration laws require me to complete an I-9 Form in this regard.

Signature _____

Date _____

Village of Bellevue Background Information Request (Optional)

Name (Last, First, Middle) _____ Maiden _____

Address (Street, City, State, Zip Code) _____

Driver's License Number _____ State of Issue _____

Date of Birth _____ Social Security Number _____

Do you have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony? Yes No

If yes, please explain: _____

Note: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the responsibilities of the particular position, or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hearing.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

I realize that during the processing of my application, my background as it relates to this job, will be investigated by the Village of Bellevue. I understand that any information concerning my past will be considered in evaluating me as an applicant to the Village of Bellevue and that all information obtained during this investigation is confidential. The people contacted will be advised that what they say will be held in confidence.

Signature _____ Date _____