



Village of Wausaukee Wausaukee Water & Sewer

Employment Application

The Village of Wausaukee is an equal opportunity employer. All hiring, promotion practices and other terms and conditions of employment shall be maintained and conducted in a manner which does not illegally discriminate on the basis of age, race, creed, political or religious affiliation, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest record or conviction record.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () - E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: () - _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

AUTHORIZATION AND RELEASE

I hereby agree to submit to any lawful drug, or skills testing that may be required as a condition of employment or continued employment and understand that unless otherwise prohibited by law, refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. As a condition of employment, I understand I am required to comply with the Village of Wausaukee's drug-free workplace policy. I also understand that this application is not, and is not intended to be a contract for continued employment.

Date _____ Signature _____

Please read and initial each of the following statements. If you have a question regarding any of these statements ask the Village Clerk prior to initialing and signing the application. Your initials and signature verify that you have read, understand, and agree to abide by these statements:

_____ I hereby authorize the Village of Wausaukee to investigate all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release and hold harmless the Village of Wausaukee, its officers, agents, and employees, and the person(s) providing the information, from all liability for any damage that may result from utilization of this information.

_____ I understand that I may be required to successfully pass a drug test to gain employment or continue employment with the Village of Wausaukee. I consent freely and voluntarily to participate in required drug tests at a location selected by the Village of Wausaukee. I hereby release and hold harmless the Village of Wausaukee, and consent to the release of the test results to the Village of Wausaukee. I hereby release and hold harmless the Village of Wausaukee, its officers, agents, and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and decisions concerning employment based upon the results of these tests. If employed by the Village of Wausaukee, I understand that I am required to comply with the Village of Wausaukee's drug-free workplace policy, and refusal to submit to such testing will result in disciplinary action, up to and including discharge.

_____ I authorize the Village of Wausaukee, its officers, agents, and employees to conduct a driver's license and/or criminal background check prior to making a decision regarding employment. I release and hold harmless the Village of Wausaukee, its officers, agents, and employees, and the person(s) providing the information, from any liability related to the performance or result of this check.

_____ Signature _____ Date _____

Print Name Signature Date

In connection with my application for employment (including contract for services) with the Village of Wausaukee and compliance with the Fair Credit reporting Act and Section 604 (b) of the FCRA, I have been advised that a credit report may be ordered to check my credit history, bankruptcies, suits, judgments, and liens.

If any adverse reaction is taken based on the consumer report, a copy of the report and a summary of my rights will be provided to me.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for the Village of Wausaukee to procure consumer reports at any time during my employment (or contract) period.

I release and hold harmless the Village of Wausaukee, its officers, agents, and employees, and the person(s) providing the information, from any liability, related to the performance or result of this check.

I have read and fully understand the above release.

_____ Signature _____ Date _____

Print Name Signature Date