

# *VILLAGE OF SHOREWOOD HILLS*

## *APPLICATION FOR EMPLOYMENT*

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) applied for:		Date of application:
How did you learn about this opening? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> School (MATC / UW) <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		
Name: Last	First	Middle Initial
Address: Number	Street	City                      State                      Zip Code
Telephone Number(s): Home: Work: Cell Phone:	Social Security Number (optional):	
e-mail Address:	WI Driver's license number:	

Will you be 18 years old or older when your Village employment starts?                       Yes     No

If you are under 18 years of age, can you provide required proof of your eligibility to work?                       Yes     No

Have you ever filed and application with us before?                       Yes     No  
 If yes, give date(s) \_\_\_\_\_

Have you ever been employed with us before?                       Yes     No  
 If yes, give date(s) \_\_\_\_\_

Are you currently employed?                       Yes     No

May we contact your current employer?                       Yes     No

Are you prevented from lawfully becoming employed in this country because of  
 VISA or immigration status?                       Yes     No

Are you available to work: Full-Time?     Part-Time?     Shift Work?     Temporary?

Are you currently on "lay-off" status and subject to recall?                       Yes     No

Can you travel if the job requires it?                       Yes     No

Have you been convicted of a felony within the last 7 years?                       Yes     No  
*Conviction will not necessarily disqualify an applicant from employment*

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# ***EMPLOYMENT EXPERIENCE***

Start with your most recent job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
		Address			
		Telephone Number(s)		Hourly Rate / Salary	
				Starting	Final
		Job Title	Supervisor		
		Reason for Leaving			
2.	Employer		Dates Employed		Work Performed
			From	To	
		Address			
		Telephone Number(s)		Hourly Rate / Salary	
				Starting	Final
		Job Title	Supervisor		
		Reason for Leaving			
3.	Employer		Dates Employed		Work Performed
			From	To	
		Address			
		Telephone Number(s)		Hourly Rate / Salary	
				Starting	Final
		Job Title	Supervisor		
		Reason for Leaving			
4.	Employer		Dates Employed		Work Performed
			From	To	
		Address			
		Telephone Number(s)		Hourly Rate / Salary	
				Starting	Final
		Job Title	Supervisor		
		Reason for Leaving			

*Please continue on a separate piece of paper, if necessary*

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## ***EDUCATIONAL HISTORY***

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
Grade School (Middle School)				
High School				
Undergraduate College / Technical				
Graduate Professional				
Other (Specify)				

## ***SPECIALIZED TRAINING***

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

## ***ADDITIONAL INFORMATION***

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

## ***JOB RELATED SKILLS***

Summarize special job-related skills and qualifications acquired from employment or other experience:

# REFERENCES

1.	_____	_____
	(Name)	(Phone #)
	_____	
	(Address)	
2.	_____	_____
	(Name)	(Phone #)
	_____	
	(Address)	
3.	_____	_____
	(Name)	(Phone #)
	_____	
	(Address)	
4.	_____	_____
	(Name)	(Phone #)
	_____	
	(Address)	

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized party of the Village of Shorewood Hills.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(revised 4-14-08)

***Please return the completed form to:***

Village of Shorewood Hills  
810 Shorewood Boulevard  
Madison, WI 53705-2115

Phone: 608-267-2680  
Fax: 608-266-5929



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