

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle Maiden/Previous*

Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you worked for the Town before? YES ☐ NO ☐ If yes, explain \_\_\_\_\_

Do you have a valid Driver's License (DL)? YES ☐ NO ☐ DL Number \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Are you currently employed? YES ☐ NO ☐ May we inquire with your current employer? YES ☐ NO ☐

Have you ever been convicted or do you have any pending charges for any violations of Municipal or County Ordinances, or State or Federal laws? YES ☐ NO ☐

If "Yes," then please provide all information related to pending charges or the conviction of the offense, including, but not limited to, the date of the incident, the date of the conviction or filing of the charge, a summary of the factual circumstances of the incident, the location and prosecuting agency and investigating agency, and the specific violation subject to the pending charge or the conviction. You are informed by the Town that any pending charge or conviction (including pleas) alone will not automatically disqualify you from employment unless the pending charge or conviction substantially relates to the employment position that you applied for with the Town or if the conviction or any court order prohibits you from performing a function of the job or if the Town's investigation of the underlying facts demonstrates you are unfit for the position. This information will only be used as permitted by law. Write a short narrative of the circumstances on the addendum provided at the end of the application. Start with the most recent incident.

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Studies: \_\_\_\_\_ Credit hours (if you did not graduate) \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma/GED: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Studies: \_\_\_\_\_ Credit hours (if you did not graduate) \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Please list other college education / vocational training / volunteer work or certification relevant to the position

--

### References

*Please list three professional references, not related to you, whom you have known at least one year.*

Full Name:	_____	Years Known:	_____
Company:	_____	Email:	_____
Address:	_____	Phone Number:	_____

Full Name:	_____	Years Known:	_____
Company:	_____	Email:	_____
Address:	_____	Phone Number:	_____

Full Name:	_____	Years Known:	_____
Company:	_____	Email:	_____
Address:	_____	Phone Number:	_____

### Previous Employment

Employer:	_____	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 <input type="checkbox"/>	NO <input type="checkbox"/>	Email:	_____
--	---------------------------------	--------------------------------	--------	-------

Employer:	_____	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 <input type="checkbox"/>	NO <input type="checkbox"/>	Email:	_____
--	---------------------------------	--------------------------------	--------	-------

Employer: \_\_\_\_\_ 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 ☐ Email: \_\_\_\_\_

### Authorization, Release, Certification and Signature

*I certify that information on this application is true, complete, and correct, and I authorize investigation of the assertions I have made to the Town of Ixonia during this application process. Because of the importance to the public of the Town hiring high quality candidates to serve the public's interests with integrity and high ethical standards, I understand that any false or misleading statement, omission, or misrepresentation concerning requested information on this application or provided by me during the hiring process shall be a sufficient basis for rejection of my application or, if employed, my termination.*

*I understand that my pursuit of employment may be contingent upon the satisfactory completion of any or all of the following: interviews, skills or abilities testing, drug screening, background check, and investigation of my character, personal history, work record and references, and medical examinations. I consent to this process including a post-conditional offer pre-employment health examination and such future examinations as may be required by the Town.*

*I understand that I may be asked to sign a release and indemnification agreement regarding the background screening process. I understand that I may negotiate the terms of that agreement and that I will not be considered for employment if an agreement is not reached.*

*I understand this application will be considered inactive after thirty days unless otherwise decided by the Town.*

*I certify I have read (or have read to me) and understand this authorization and certification.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application to:

Town Hall  
W1195 Mariette Avenue  
Ixonia, WI 53036  
Email: townhall@townofixonia.com

**If you need an accommodation at any time during the recruitment or employment process, please inform us of your needs. The Town of Ixonia is an Equal Opportunity Employer and provides equal opportunities for all qualified individuals. We do not discriminate against employees or applicants because of their age, race, gender, gender identity, sexual orientation, religion, color, creed, national origin, veteran status, unemployment status, disability, or any other classification regarded as protected under state or federal law.**

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.