

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 YES NO
 If no, are you authorized to work in the U.S.?

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

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 NO 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: _____

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.

