

Village of Denmark

100 N Wall St
Denmark, WI 54208

Phone: 920-863-6400

EMPLOYMENT APPLICATION

A clear understanding of your interests, training, experience and other pertinent information will be mutually beneficial. To be assured of full consideration for positions that would meet your qualifications, please answer all questions completely. We will consider your application without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, family medical history or genetic information, or any other legally protected status under applicable local, state, or federal law. To the extent this application requests information that does not comply with applicable local or state requirements, such information will not be used in making a hiring decision. **Applicants may be required to take a pre-employment drug test.** The Village of Denmark is an Equal Opportunity Employer.

Important: For responses that require you to place an **"X"** in a checkbox, please **"click"** in the appropriate choice.

PERSONAL HISTORY			
Name:		Date:	
<i>Last</i>	<i>First</i>	<i>M. I.</i>	
Address:			
<i>Street Address</i>		<i>Apartment</i>	
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Home Phone: ()	Cell Phone: ()	E-mail Address:	
How did you learn about this job opportunity?			
Have you ever worked for the Village of Denmark before?		YES ☐	NO ☐ If yes, why did you leave?
If yes, under what name, if different		Approx. Dates:	
Location:		Position:	
		Supervisor:	
Position applying for: ☐ Part Time ☐ Full Time		Wage Expected: \$	
Job(s) applying for:			
Are you on a lay-off and subject to recall?		YES ☐	NO ☐ When would you be available to work?
What hours/days are you able to work?			
Weekend Work? YES ☐ NO ☐		Would you be available to work evenings? YES ☐ NO ☐	
Are you available for overtime? YES ☐ NO ☐		Will you relocate if job requires it? YES ☐ NO ☐	
Are you legally authorized to work in the U. S. without sponsorship?		YES ☐	NO ☐
<i>(The Village of Denmark will attempt to reasonably accommodate an applicant's religious needs, as required by law)</i>			
Do you have reliable transportation? YES ☐ NO ☐		Do you have a valid Driver's License? YES ☐ NO ☐	
If you are under age 18, please provide date of birth:		Can you provide work permit? YES ☐ NO ☐	
In case of emergency, notify: Name:		Relationship:	
Address:		Phone: ()	

Have you ever been charged with, plead (no contest), been convicted of, or been fined in connection with any felony, misdemeanor, municipal ordinance violation, or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or the fine for that offense? YES ☐ NO ☐

If yes, provide details:

If you are in doubt about the nature of any offense, please list. However, no applicant will be denied consideration because of a pending charge, past conviction, offense, violation, or fine, which is not substantially related to the circumstance of the job sought. Failure to disclose information requested above will be considered falsification and grounds for refusal to hire or termination of employment.

SKILLS AND QUALIFICATIONS *(Space will expand to accommodate text)*

EDUCATION

Highest grade completed (1-12): _____ Technical School/College (years attended): _____

High School Diploma: YES ☐ NO ☐ Major/Course of Study: _____

GED/HSED: YES ☐ NO ☐ Degree Received: YES ☐ NO ☐

Last School Attended: _____ Location: _____ Date(s): _____

Additional education and/or vocational or technical information:

Describe your computer skills and abilities:

WORK HISTORY

Please provide full and accurate details regarding all full-time and part-time work history. Do not omit any employer. Attach additional pages if necessary. You must complete this section even if you provide a resume.

1. Company Name:		Telephone:	
Address:	Employed: (Month & Year)	From:	To:
Name of Supervisor:	Weekly Pay:	Start: \$	Last: \$
Job Title and type of work:	Reason for Leaving:	Eligible for re-hire: YES ☐ NO ☐	

2. Company Name:		Telephone:	
Address:	Employed: (Month & Year)	From:	To:
Name of Supervisor:	Weekly Pay:	Start: \$	Last: \$
Job Title and type of work:	Reason for Leaving:	Eligible for re-hire: YES ☐ NO ☐	

3. Company Name:		Telephone:	
Address:	Employed: (Month & Year)	From:	To:
Name of Supervisor:	Weekly Pay:	Start: \$	Last: \$
Job Title and type of work:	Reason for Leaving:	Eligible for re-hire: YES ☐ NO ☐	

We will contact the employers listed for a reference **unless** you indicate those you specifically **do not** want us to contact.

Do not contact:	Do not contact:
Reason:	Reason:

List three (3) Employment or Personal References – DO NOT LIST RELATIVES

Name:	Address or E-mail:
Phone:	Company: Position:

Name:	Address or E-mail:
Phone:	Company: Position:

Name:	Address or E-mail:
Phone:	Company: Position:

List any relatives currently employed at the Village of Denmark (We comply with all prohibitions on marital status discrimination as required under applicable state law.)

Employee Name	Department	Relationship

MILITARY SERVICE (if applicable)

Length of Service:	Rank held in Service:
Do you have any ongoing military obligations?	
Present Status: ☐ None ☐ Discharged ☐ Retired ☐ National Guard ☐ Reserves	
Date of Discharge:	
Indicate any special training or assignment that you want us to consider:	
<i>The Village of Denmark's policy will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA)</i>	

CERTIFICATION

I certify that the information that I have provided to the Village of Denmark as part of this application along with any resume or other material submitted by me for employment consideration is true, complete, and without omissions or misleading statements. I understand that my employment may be terminated because of false, misleading, or omitted information, regardless of the time that may have elapsed between furnishing the information and the discovery by the Village of Denmark.

I authorize the Village of Denmark to inquire into my education, professional and past employment history with references as needed to determine my qualifications and suitability for employment. I hereby give my consent to any former employer or educational institution to provide academic or employment related information about me to the Village of Denmark. This includes any pertinent information they may have, personal or otherwise, and I release all parties from all liability for any damage that may result from furnishing this information.

I understand that I may be required to pass a pre-employment drug test and that my Social Security number must be validated. I further acknowledge that certain positions with the Village of Denmark may also require a confirmation that I am licensed to drive a motor vehicle, and that my credit, civil and criminal records may be checked including a verification of my address. I consent freely and voluntarily to participate in the required drug test and background checks, and consent to the release of the results to the Village of Denmark. I hereby release and hold harmless the Village of Denmark from any liability whatsoever arising from the drug test and/or background checks and decisions concerning employment based upon the results of these tests and checks.

I understand that nothing in this employment application, the granting of an interview, or possible subsequent employment offer is intended to create an employment contract between the Village of Denmark and myself. If hired, I will be an "Employee at Will" which means the Village of Denmark may release me at any time for any reason with or without cause, and I am likewise free to leave at any time for any reason. I understand that no representative of the Village other than the Village Board President has any authority to enter into any agreement for employment that contradicts or modifies the foregoing in any manner, and any such agreement must be in writing and signed by the Village Board President.

If hired, I agree to conform to rules, regulations, and policies that the Village may periodically issue, withdraw, or modify. If hired, I understand that I will be required to keep my hair color within the range of "natural" colors (no blue, green, or other non-natural hair colors are allowed) and that facial piercings are not appropriate. I also understand that in order to comply with Village policy any visible tattoos may need to be covered appropriately during the workday, if hired. I agree to follow the Village of Denmark grooming guidelines and to be dressed appropriately per the standards of the Village at all times in the workplace, if I am hired.

A photocopy, digital, and/or electronic copy of this signed authorization is as effective and binding as the original.

Signed:

Date:

(First)

(M.I.)

(Last)