



EMPLOYMENT APPLICATION

All applicants for employment must complete a standard Village of Sister Bay employment application. Resumes and other appropriate certificates may be attached and submitted along with a completed application. Resumes may not be submitted in lieu of the application.

The Village of Sister Bay is an equal opportunity provider and employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of the Village of Sister Bay to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, the Village of Sister Bay intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request needed accommodation.

PLEASE PRINT PLAINLY OR TYPE – BE SURE TO SIGN THIS APPLICATION

Date: _____

Name: _____
 First Middle Last

Address: _____
 Street City State & Zip

Phone: _____
 Home Cell Business/Other

Email: _____

Have you ever applied for employment with us before? Yes No

If yes, when? _____

Have you been previously employed by the Village of Sister Bay? Yes No

If yes, when? _____ In what capacity? _____

Position(s) applied for: _____
 Full time Part time Seasonal

If part-time, what days and hours are you available?

Date available to start: _____ Desired Pay: _____

List names and relationships of any relatives who are Village of Sister Bay employees or elected officials:



PERSONAL DATA

Are you legally eligible for employment in the United States? Yes No
Are you at least eighteen years old? Yes No
Do you have a valid Wisconsin driver's license?* Yes No
Are you able to perform the functions and responsibilities of the position with or without an accommodation? Yes No
If you can perform the functions with an accommodation, please state the function and necessary accommodation.

Have you ever been convicted of a felony or do you have felony charges pending? Yes No
If yes, please indicate the nature and date of the conviction, and the state in which you were convicted**:

* Does not affect hiring if not directly related to the position and if it is not a job requirement.
**Felony charges and/or convictions will only be given consideration if the offenses are substantially related to the position being applied for.

EDUCATION

	Name & Location of School	No. of Years Completed	Did you Graduate?	Course of Study	Degree
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Other	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

List any special skills, qualifications, or licenses/certifications which you feel are relevant:

MILITARY SERVICE

Branch: _____ Rank at time of discharge: _____

What were your duties? _____
Did you receive specialized training? Yes No

If yes, please describe: _____
Please describe any training or work that you did during your military service that is relevant to the position being applied for:



EMPLOYMENT HISTORY

Please provide accurate and complete information. Start with present or most recent employer. Please provide a minimum of seven years of history and at least three employers. Please attached additional pages if necessary.

Company Name: _____	Telephone No. _____
Address: _____	Supervisor Name: _____
Employed from (month/year): _____	Employed to (month/year): _____
Hourly Pay Starting: _____	Last: _____
Position and Responsibilities: _____	
Reason for Leaving: _____	

Company Name: _____	Telephone No. _____
Address: _____	Supervisor Name: _____
Employed from (month/year): _____	Employed to (month/year): _____
Hourly Pay Starting: _____	Last: _____
Position and Responsibilities: _____	
Reason for Leaving: _____	

Company Name: _____	Telephone No. _____
Address: _____	Supervisor Name: _____
Employed from (month/year): _____	Employed to (month/year): _____
Hourly Pay Starting: _____	Last: _____
Position and Responsibilities: _____	
Reason for Leaving: _____	



REFERENCES

May we communicate with your present employer? Yes No

List three people (no relatives) you have worked with and whom we may contact for a reference.

Employees new to the workforce may also list teachers, coaches, church leaders, organizational directors, or other non-relatives.

Name Relationship/Business Phone & Email

Name Relationship/Business Phone & Email

Name Relationship/Business Phone & Email

REFERRAL

- Who referred you to the Village of Sister Bay? Newspaper Ad Job Service Public Posting
- Employment Agency Village Website Professional Organization Job Posting
- Friend/Relative No One

Please read the following statements carefully before you sign your name or initials:

I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present (if indicated above) employers, persons, schools, law enforcement agencies, and other sources of information which may be relevant to employment. It is understood and agreed that any misrepresentation, false statement, or omissions by me will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to the Village of Sister Bay. *I have read, understand, and agree to the preceding statement.* (Please initial here). _____

I further understand that no representative of the Village of Sister Bay has the authority to enter into any agreement for employment for any specified period of time and that the Village of Sister Bay is not guaranteeing employment for anyone. If hired, employment and compensation can be terminated at any time, with or without cause, and with or without notice, at either my or the Village's option. *I have read, understand, and agree to the preceding statement.* (Please initial here). _____

If employed, I agree to abide by all of the work and safety rules of the Village of Sister Bay. I understand that the Village of Sister Bay is committed to a drug-free workplace. I am aware that the Village of Sister Bay may require a drug test as part of the hiring process. Also, if employed, I realize that the Village may conduct post-accident, reasonable suspicion, periodic, and/or random drug and/or alcohol testing of its employees. *I have read, understand, and agree to the preceding statement.* (Please initial here). _____

I understand that this application will remain on file for sixty days for consideration. After sixty days, if I am still interested in a position with the Village of Sister Bay, it will be necessary for me to complete a new application form.

Signature: _____

Date: _____



AUTHORIZATION AND RELEASE

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any employer, past or present, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my employment, suitability for future employment, or suitability for continued employment to the Village of Sister Bay, its officers, employees and agents, or any other person or entity making a written or oral request for such information on its behalf. I understand that the employment information requested may include, but is not limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, opinions, and public record information regarding my suitability for employment. In addition, I recognize that a copy of this authorization and release is as valid as the original and should be considered as such. I recognize that this authorization and release is valid throughout the hiring process and throughout the entire term of my employment with the Village of Sister Bay.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present and future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

Candidate's Signature	Date	Witness' Signature	Date
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