



Employment Application

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Blue Mounds, WI 53517
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www.bluemoundsvillage.com

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Hours available: _____ Desired Salary: \$ _____

Position Applied for: _____

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

Have you ever worked for the Village? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Field of Study: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Field of Study: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Field of Study: _____

References

Please list three professional (work related) references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ 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

Company: _____ 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

Company: _____ 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

Other Training, Experience, Special Skills, Qualifications, Etc.

Type: _____ From: _____ To: _____

Type of License: _____ Received from: _____

List other job-related training: _____

General Information

If there is any additional information not requested which you believe relevant to your ability to perform the duties and responsibilities for the position you are applying for, you may provide this information for consideration. (Attach additional sheet if necessary.)

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. EOE.*

Signature: _____ Date: _____

PLEASE NOTE: Under Wisconsin State Statutes, the identity of applicants must be revealed unless a request for confidentiality is received from the applicant. If you desire for your employment application and all related references and documents to remain confidential to the extent allowed by Wisconsin Statutes, you must provide written request for confidentiality. If no written request is received from applicants, the applicants' names must be disclosed. Wisconsin Statutes does require if request is made for the names of the finalist considered for employment, they be provided to those requesting such information.

OPTIONAL: I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY DATA

The following information will be used only for research and reporting purposes for the Village of Blue Mounds and the Federal Government in accordance with applicable laws and regulations. This information is voluntary and there will be no adverse consequences for not responding. This information is **confidential** and is kept separate from this application. It will not be a consideration for employment.

Sex: Male Female

Birthdate: _____

Ethnic Origin:

- American Indian/Alaskan Native
- Black/African American (Not of Hispanic origin)
- White/Caucasian/European/North African/Middle Eastern or Indian Subcontinent
- Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
- Asian American/Pacific Islander/Far Eastern or Southeastern Asian
(ie., China, Japan, Korea, Philippine Islands, Samoa)

Veteran Status:

- Non Veteran
- Veteran
- Disabled Veteran (Disability less than 30%)
- Special Disabled Veteran (Disability 30% or greater)

The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment.”

Based on this definition, are you an individual with a disability? Yes No

The Village of Blue Mounds is committed to the equality of opportunity for all people. It is the policy of the Village of Blue Mounds to provide equal employment opportunities for all individuals, on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer’s premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

How did you learn of this position?

- Newspaper: _____
- Employee
- Walk-In
- Employment Agency
- Job Line
- Internet
- Internal Posting
- Other: _____

Note: Your application may be kept on file for up to 12 months if there are future openings.