

APPLICATION FOR EMPLOYMENT

VILLAGE OF BELGIUM

104 Peter Thein Ave.
Belgium, WI 53004-9520

Telephone: (262) 285-7931 Facsimile: (262) 285-3479

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Village Clerk/DeputyTreasurer at (262) 285-7931.

Position(s) applied for _____ Date of application _____

Name _____ Social Security # _____

Address _____

Street _____ City _____ State _____ Zip Code _____

Emergency Contact: _____ Phone # _____

Telephone # _____ Mobile/Beeper/Other Phone _____ E-mail Address _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever been employed here before? If yes, give dates and positions Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desire salary range? \$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Are you able to meet the attendance requirements of the position? Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMIATIC BAR TO EMPLOYMENT, FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number (REQUIRED) _____ State _____

EMPLOYMENT HISTORY

Provide the following information in your past four (4) employers, assignments or volunteer activities, starting with the most recent:

FROM: _____ TO: _____	EMPLOYER _____ TELEPHONE # _____
STARTING JOB TITLE/FINAL JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____
MAY WE CONTACT THESE FOR REFERENCES: Yes No Later	
REASON FOR LEAVING _____	HOURLY RATE/SALARY: START \$ _____ PER _____ FINAL \$ _____ PER _____
FROM: _____ TO: _____	EMPLOYER _____ TELEPHONE # _____
STARTING JOB TITLE/FINAL JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____
MAY WE CONTACT THESE FOR REFERENCES: Yes No Later	
REASON FOR LEAVING _____	HOURLY RATE/SALARY: START \$ _____ PER _____ FINAL \$ _____ PER _____
FROM: _____ TO: _____	EMPLOYER _____ TELEPHONE # _____
STARTING JOB TITLE/FINAL JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____
MAY WE CONTACT THESE FOR REFERENCES: Yes No Later	
REASON FOR LEAVING _____	HOURLY RATE/SALARY: START \$ _____ PER _____ FINAL \$ _____ PER _____
FROM: _____ TO: _____	EMPLOYER _____ TELEPHONE # _____ ()
STARTING JOB TITLE/FINAL JOB TITLE _____	ADDRESS _____
IMMEDIATE SUPERVISOR AND TITLE _____	SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES _____
MAY WE CONTACT THESE FOR REFERENCES: Yes No Later	
REASON FOR LEAVING _____	HOURLY RATE/SALARY: START \$ _____ PER _____ FINAL \$ _____ PER _____

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND (if job related)

NAME AND LOCATION	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	COURSES OF STUDY (MAJOR AND DEGREE)
HIGH SCHOOL			
COLLEGE			
OTHER			
MILITARY SERVICE IN US. ARMED FORCES	LENGTH OF SERVICE:		SKILLS ACQUIRED:

REFERENCES

NAME	TELEPHONE	FAX	NUMBERS OF YEARS KNOWN

APPLICANT STATEMENT – DO NOT SIGN UNTIL YOU HAVE READ THE STATEMENT BELOW!

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found false, incomplete or misrepresented in any respect, will be sufficient cause to (i) further consideration of this application, or (ii) immediately discharge me from the employer's service, when it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the General Government and Finance Committee of the Belgium Village Board.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____