



Mailing address:  
 Town Administrator  
 1293 Washington Avenue  
 Cedarburg, WI 53012  
 Telephone: 262-377-4509  
 Fax: 262-377-0308

## APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.  
 WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Can you with or without reasonable accommodation perform the essential functions of the job for which you are applying? Yes \_\_\_ No \_\_\_

What source led you to make application with us? \_\_\_\_\_

Have you previously applied for employment with the Town? Yes \_\_\_ No \_\_\_

If yes, when? \_\_\_\_\_

Are any of your relatives presently employed by the Town? Yes \_\_\_ No \_\_\_

If yes, please provide name and position: \_\_\_\_\_

**EMPLOYMENT HISTORY** (List present or most recent employer first)

Employer	Employed	Type of work performed	Present or last salary	Reason for Leaving
Address/City	from _____ mo./yr.			
Name of supervisor	to _____ mo./yr.			

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Please account for any periods of unemployment other than when you were in school:

**EDUCATION**

School	Name & Location of School	Circle Last Year Completed	Major Course	Diploma and/or Degree?
High School		9 10 11 12		
College		1 2 3 4 more		
Business or Trade School		Months Attended		

If you served in the U.S. Armed Forces, briefly describe skills acquired: \_\_\_\_\_

**PERSONAL INFORMATION**

Are you legally authorized to work in the U.S.? Yes \_\_\_ No \_\_\_

(NOTE: You will be required to furnish documents to verify your identity and eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents).

Name, address and telephone number of someone other than a household member we can contact in case of emergency: \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_ No \_\_\_

Have you ever been convicted of or pled guilty or no contest to any violation of law other than a minor traffic violation? Yes \_\_\_ No \_\_\_ (A conviction does not automatically bar you from employment.)

If yes, give details: \_\_\_\_\_

If you possess any certifications or specific training please list:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any other skills you wish to mention? \_\_\_\_\_

Are you presently employed? Yes \_\_\_ No \_\_\_ If so, may we contact your present employer? Yes \_\_\_ No \_\_\_

If hired, when would you be available? \_\_\_\_\_ Salary requirements? \_\_\_\_\_

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 former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such former 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 attorneys' fees, present or 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.

I understand that any offer of employment is contingent upon successful completion of the background check and satisfactory completion of any required physical examination and/or drug test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFERENCES**

Name of Reference \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

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