

VILLAGE OF NEW AUBURN

EMPLOYMENT APPLICATION

130 E ELM ST | PO Box 100 | NEW AUBURN, WI 54757
 Phone: (715) 237-2223 Fax (715) 237-2334

FOR OFFICE USE ONLY

Position: _____
 Rate: _____
 Date: _____

Position(s) applied for _____

Work Desired: Full-Time Part-Time Summer/Seasonal

Were you previously employed by us? _____ If yes, when? _____

What date would you be available for work? _____

PERSONAL

Name _____ Social Security No.: _____
Last First Middle

Present Address: _____
No. Street City State Zip Code

Telephone No. () _____ ALTERNATE Telephone No. () _____

Are you of legal age to work? Yes No

Are you legally eligible for employment in the U.S.A.? Yes No
(If yes, verification will be required upon employment.)

Do you have a valid driver's license? Yes No

Do you have a valid CDL endorsement? Yes No

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Begin Wage	Present / End Wage	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Describe the work you did:						
Telephone: ()							
Name of Supervisor & Phone No:							

Name and Address of Company and Type of Business	From		To		Begin Wage	Present / End Wage	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
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Telephone: ()							
Name of Supervisor & Phone No:							

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	Mo.	Yr.	Mo.	Yr.			
	Describe the work you did:						
Telephone: ()							
Name of Supervisor & Phone No:							

ATTACH ADDITIONAL PAGE OF EMPLOYMENT IF NECESSARY

EDUCATION

Circle the last year completed:

Elementary School	5	6	7	8
High School	9	10	11	12

If attended college, write your Major:

College	1	2	3	4
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Describe any other training or education relevant to the position that you are applying for:

I hereby give my permission to contact the employers listed above concerning my prior work experience. If there is a particular employer(s), you do not wish us to contact, please list them here:

Applicant Signature

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

Applicant Signature

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

YOU ARE NOT REQUIRED TO ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, affirmative action, a bona fide occupational qualification or business necessity.

- Previous Address: _____
- Are you over the age of eighteen? Yes No If no, hire is subject to verification that you are of minimum legal age.
- Are you a citizen of the U.S.A.? Yes No
- Were you in the U.S. Armed Forces? Yes No If yes, what Branch? _____
- Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for? (If yes, describe.)
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven years which has not been annulled or expunged or sealed by a court? Yes No (If yes, describe in full)

Conviction of a crime will not be an absolute bar to employment.

- You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform each of the essential job functions listed for which you have applied? Yes No If no, list the function(s) you are unable to perform and explain why you are unable to perform them.

