



# EMPLOYMENT APPLICATION

To be used to apply for any position

2828 Allouez Avenue Bellevue, WI 54311 (920) 468-5225

Email: [employment@villageofbellevue.org](mailto:employment@villageofbellevue.org)

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 contact the Village Administrator.

**Directions:**

- Print or type all information, except for signatures.
- Mail, email or drop off all applications to the above address.
- Incomplete or unsigned applications will not be considered.

Application Date: \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Employment**

Position(s) Applying for \_\_\_\_\_ Date Available \_\_\_\_\_

Type of employment desired?  Full-Time  Part-Time  Seasonal  Temporary  Other

Desired Salary \_\_\_\_\_ Referral Source \_\_\_\_\_

**Please answer the following questions:**

If necessary, the best time to call you at home is? \_\_\_\_\_ am/pm

May we contact you at work?  Yes  No

If yes, work number and best time to call \_\_\_\_\_ am/pm Phone \_\_\_\_\_

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

Have you ever been bonded?  Yes  No

Will you travel if job requires?  Yes  No

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

Will you work overtime if required?  Yes  No If no, please explain \_\_\_\_\_

**Education/Training**

High School/GED (Name & Location) \_\_\_\_\_

Did you graduate?  Yes  No  GED

College (Name & Location) \_\_\_\_\_

Subject Studied \_\_\_\_\_

Did you graduate?  Yes  No Anticipated date \_\_\_\_\_

Post Graduate (Name & Location) \_\_\_\_\_

Subject Studied \_\_\_\_\_

Did you graduate?  Yes  No Anticipated date \_\_\_\_\_

Trade, Business, or Correspondence (Name & Location) \_\_\_\_\_

Subject Studied \_\_\_\_\_

Did you graduate?  Yes  No Anticipated date \_\_\_\_\_

Describe any education, training, special study, research, memberships, offices held, publications, or skills not covered above that may be beneficial to the position you are applying for:

**Employment History**

Employer (Name & Address) \_\_\_\_\_

Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ May we contact?  Yes  No

Reason for leaving \_\_\_\_\_ Final hourly rate/salary: \_\_\_\_\_

Work & Responsibility Summary \_\_\_\_\_

Employer (Name & Address) \_\_\_\_\_

Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ May we contact?  Yes  No

Reason for leaving \_\_\_\_\_ Final hourly rate/salary: \_\_\_\_\_

Work & Responsibility Summary \_\_\_\_\_

Employer (Name & Address) \_\_\_\_\_

Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ May we contact?  Yes  No

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Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ May we contact?  Yes  No

Reason for leaving \_\_\_\_\_ Final hourly rate/salary: \_\_\_\_\_

Work & Responsibility Summary \_\_\_\_\_

### **Authorization**

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

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me employment with the Village of Bellevue, whenever it is discovered.

I expressly authorize, without reservation, the Village of Bellevue, 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 certify 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 Village of Bellevue, 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 Village of Bellevue does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that unless otherwise provided for in a collective bargaining agreement, that I am an "at will" employee and that the employer may terminate my employment at any time, with or without cause, and with no prior notice. I understand that this application remains current for the position applied for in the case of full or part-time positions, and current for the hiring season for seasonal or temporary employment. I understand that in order to be considered for other full or part-time positions, and for seasonal or temporary positions beyond the current hiring season, it will be necessary to submit a new application.

I understand 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 Village Administrator.

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 federal immigration laws require me to complete an I-9 Form in this regard.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Village of Bellevue Background Information Request (Optional)

Name (Last, First, Middle) \_\_\_\_\_ Maiden \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Do you have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony?  Yes  No

If yes, please explain: \_\_\_\_\_

**Note:** A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the responsibilities of the particular position, or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hearing.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

I realize that during the processing of my application, my background as it relates to this job, will be investigated by the Village of Bellevue. I understand that any information concerning my past will be considered in evaluating me as an applicant to the Village of Bellevue and that all information obtained during this investigation is confidential. The people contacted will be advised that what they say will be held in confidence.

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