

Village of Walworth
227 N. Main St. - PO Box 400
Walworth, WI 53184
(262) 275-2127



APPLICATION FOR EMPLOYMENT

The Village of Walworth is an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the Village will only accept applications for currently advertised positions. *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.*

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy?: _____ Date available for employment: _____

General Information				
Last Name	First Name		Middle Initial	
Street Address	P.O Box	City	State	Zip
Home Phone ()	Work Phone ()	E-mail Address		

(Please Circle One)

- If you are under 18 years of age**, can you provide proof of your eligibility to work? Yes No N/A
- Have you previously applied for a position with the Village of Walworth? Yes No
 If yes, Position and Date: _____
- Have you previously been employed by the Village of Walworth? Yes No
 If yes, Position and Dates: _____
- Do you know anyone who is employed by the Village of Walworth? Yes No
 If yes, Name and Relationship: _____
- Are you legally authorized to become employed in the United States? Yes No
- Are you currently employed? Yes No
 If yes, may we contact your current employer? Yes No
- Do you have a valid Wisconsin driver's license? Yes No
- Do you have a valid driver's license from another state? Yes No
- Have you been convicted of a crime within the past 7 years? Yes No
 If yes, please explain: _____

The Village, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

- Can you travel overnight if required? Yes No
- Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? No Yes

Name/Location of institution that issued you diploma or GED Certificate: _____

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Failure to complete this section may affect your being considered for an interview or employment. A RESUME CAN SUPPLEMENT BUT NOT REPLACE COMPLETION OF THE FOLLOWING INFORMATION. Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address:	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
Employed by:	Your Job Title:
Address:	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	

Employment History - Continued

Employed by:		Your Job Title:
Address:		Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's Name	Phone No.	
Supervisor's Title		
Starting Salary \$	Final \$	
Number of Hours Worked Per Week		
Number of Employees Supervised		
Reason for Leaving		
Employed by:		Your Job Title:
Address:		Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's Name	Phone No.	
Supervisor's Title		
Starting Salary \$	Final \$	
Number of Hours Worked Per Week		
Number of Employees Supervised		
Reason for Leaving		

Military Service

Branch of Service	Month/Year Served		Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty
	From	To			

List special schools attended/skills acquired during military service.

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied such as volunteer work or unpaid work experience?

Professional References

Please list three professional references that are not past supervisors or family members who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**VILLAGE OF WALWORTH – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the Village of Walworth.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the Village may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the Village any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for. This includes information relating to my moral character. I release all persons or entities involved, including the Village of Walworth, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the Village contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the Village of Walworth.

I authorize the Village to conduct a criminal history and credit check and understand that the Village in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the Village. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application creates a contract for employment between the Village and me. If an employment relationship is established, I have the right to terminate my employment at any time and that the Village has the same right.

Applicant Name - Printed

Social Security Number

Applicant Signature

Date