

Employment Application

Applicant Information

Full Name:						Date:		
<i>Last</i>			<i>First</i>			<i>M.I.</i>		
Address:								
<i>Street Address</i>					<i>Apartment/Unit #</i>			
<i>City</i>						<i>State</i>	<i>ZIP Code</i>	
Phone:	()			E-mail Address:				
Date Available:			Social Security No.:				Desired Salary:	\$
Position Applied for:								
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the town?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Can you legally operate a motor vehicle?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever been convicted of an ordinance violation, misdemeanor or felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If convicted, explain:								
Are you related to or in a relationship with any one who works for, volunteers for or is under contract with the Town:								

Education

High School:				Address:				
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
College:				Address:				
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
Other:				Address:				
From:		To:		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	

References

Please list three professional references.

Full Name:				Relationship:			
Company:						Phone:	()
Address:							
Full Name:				Relationship:			
Company:						Phone:	()
Address:							
Full Name:				Relationship:			
Company:						Phone:	()
Address:							

Previous Employment

Company:					Phone:	()	
Address:					Supervisor:		
Job Title:			Starting Salary:	\$	Ending Salary:	\$	
Responsibilities:							
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company:					Phone:	()	
Address:					Supervisor:		
Job Title:			Starting Salary:	\$	Ending Salary:	\$	
Responsibilities:							
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company:					Phone:	()	
Address:					Supervisor:		
Job Title:			Starting Salary:	\$	Ending Salary:	\$	
Responsibilities:							
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been suspended, discharged or released from any position, is so why?						YES <input type="checkbox"/>	NO <input type="checkbox"/>
Why:							

Military Service

Branch:				From:		To:	
Rank at Discharge:			Type of Discharge:				
If other than honorable, explain:							

Other information

Insert list of attachments or list any other pertinent information:

Disclaimer and Signature

READ CAREFULLY BEFORE SIGNING:

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 authorize any person contacted to provide the Town of Pittsfield any and all information regarding my employment, education, and other information concerning any of the subjects covered by the application which may include but not be limited to: Application of employment; performance evaluations; work records; wage rates; supervisors' comments; results of any and all tests; disciplinary reports or letters; and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Town of Pittsfield to request employment records from my present and/or former employer(s). I release and hold harmless the Town of Pittsfield, their officers, agents, and employees, and the person(s) providing the information, from any liability, related to the providing of this information.

I understand that I may be required to successfully pass a drug test and/or pre-employment physical exam to gain employment or continue employment with the Town of Pittsfield. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the Town of Pittsfield, and consent to the release of the test results to the Town of Pittsfield.

I hereby release and hold harmless the Town of Pittsfield, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or pre-employment exam and decisions concerning employment based upon the results of these tests.

I authorize the Town of Pittsfield, its officers, agents, and employees to conduct a background check (including criminal) prior to making a decision regarding employment. I release and hold harmless the Town of Pittsfield, their officers, agents, and employees, and the person(s) providing the information, from any liability related to the performance or result of this check.

If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an "at-will" employee during this probationary period. In addition, I understand that the Town of Pittsfield maintains a drug-free and violence-free workplace.

Signature:		Date:	
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Attach Resume and any other pertinent information to this application and return to the Town Clerk:

Town of Pittsfield, Town Clerk, 4862 Kunesh Road Green Bay WI 54313

The Town of Pittsfield is committed to the equality of opportunity for all people.

It is the policy of the Town of Pittsfield to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification, and except where conviction and/or arrest record substantially relates to the circumstance of positions applied for.