



APPLICATION FOR EMPLOYMENT

Village of Cottage Grove
221 E Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704
www.village.cottage-grove.wi.us

Instructions:

1. Application form must be submitted to be considered for employment.
2. Answer all questions - complete application.
3. Date and sign the application on last page.
4. Attach resume and additional information as necessary.
5. Return to the above address.

The Village of Cottage Grove is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of the Village to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, sexual orientation, age, sex, veteran status or disability, or any other basis prohibited by Federal or State law. As an Equal Opportunity Employer, the Village intends to comply fully with all Federal and State laws and the information requested on this application will not be used for any purpose prohibited by law.

Position Desired: _____ Date: _____

Are you interested in: Full-time: _____ Part-time: _____ Either: _____ Salary Expected: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone: Home: _____ Work: _____ Cell: _____

Email Address: _____

Referred by: Newspaper Ad Career Fair City website Other website

Have you worked for us before? _____ If yes, when? _____

May we contact your present employer regarding your qualifications? _____

Are you a citizen of the United States? If not, are you in this country on a visa which will permit you to work here? _____

EMPLOYMENT RECORD

List in order, present employer first. (Account for all periods between jobs. Include experiences in Armed Forces.)

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for leaving/What did you like least about this job: _____

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for leaving/What did you like least about this job: _____

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for leaving/What did you like least about this job: _____

REFERENCES

Examples include additional supervisors not listed previously or volunteer coordinators/lead workers knowledgeable of your work performance. Do not include individuals listed under employment record. Do not include personal friends or relatives.

Reference name and address: _____

Relationship to reference: _____

Reference's telephone number: _____

Reference name and address: _____

Relationship to reference: _____

Reference's telephone number: _____

Use this space for any additional information or comments regarding your qualifications for employment:

Do you currently possess a valid Driver's License? Lic. # _____ State: _____

Do you currently possess a CDL? YES NO If yes, what Class? _____

CONVICTION RECORD

List any other names by which you have been known on official records. _____

Please list **all** convictions (including felonies, misdemeanors and ordinance violations). Exclude parking offenses and also exclude convictions prior to your 18th birthday. Conviction is not an automatic bar to employment. Each case is considered on its individual circumstances. I understand that a subsequent discovery by the City of false or incomplete information may be considered grounds for termination.

Date	Charge	Place	Court	Action Taken

Please Read Carefully
Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or given to the employer through the application process may be considered sufficient cause for dismissal. I am aware that a thorough investigation of my entire background is to be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the Village of Cottage Grove or its agent upon presentation of this or copy hereof. I understand that the background check might be done either before or after an employment decision is reached and in fact could conceivably be done on multiple occasions during employment.

Some positions require a physical examination following an offer of employment. A record of the examination is placed in a separate, confidential medical file. I authorize any medical provider to supply this information to the Village of Cottage Grove.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my employment as requested by the Village of Cottage Grove.

I hereby release from liability and hold harmless the Village of Cottage Grove and all persons and corporations supplying this information to the Village of Cottage Grove and/or its agents. A photocopy of this authorization is as effective as the original.

Signature of Applicant: _____ **Date:** _____

Print Name: _____
 FIRST **MIDDLE** **LAST**

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with the Village of Cottage Grove will be based on your merit and on no other consideration.