

**APPLICATION FOR EMPLOYMENT
VILLAGE OF WEST MILWAUKEE**

IMPORTANT: Read the following instructions carefully before filling out your application. The information you give will be used to determine your qualifications for employment. Please type or print neatly in ink. The Village of West Milwaukee is an equal opportunity employer.

Position: **Full-Time Mechanic/ Equipment Operator** Available Start Date:

Name: _____
(Last) (First) (Middle)

Any other name used (Maiden/Alias):

Address: _____
(Street)
_____ (City) (State) (Zip)

Phone Number: Home/Cell	Alternate #
Social Security Number:	Date of Birth:

Are you at least 18 years old? Yes No

Do you have the legal right to live and work in the United States? Yes No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's license? Yes No

Do you have a valid CDL License? Yes No

Were you in the U.S. Armed Forces? Yes No

Dates of duty: From _____ To _____
(Month/Year) (Month/Year)

EDUCATION AND TRAINING:

High School: Circle highest grade completed	Name and location of High School or GED	Do you have a High School Diploma or GED Equivalency?
10 11 12	_____	Yes No
	Year Graduated: _____	

(College or University, Business College, or other schools you have attended)

Name and location	Dates Attended	Graduated	Major	Degree/Year
		Yes No		
		Yes No		
		Yes No		

EMPLOYMENT HISTORY

Give a complete record of any employment, self-employment, or military service you have had in the past ten years. You may include positions beyond the ten year period if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position.

ALTHOUGH RESUMES ARE WELCOME, THEY MAY NOT BE SUBSTITUTED FOR THE INFORMATION REQUESTED BELOW.

Present/Most Recent Employer	Address of Business (Street & City)	Kind of Business
Your Title	Reason for leaving or considering leaving	Name, Title, # for Supervisor
Your Duties		From Date (Mo & Yr) To Date (Mo & Yr)
		Full-Time
		Part-Time
		Salary/Hourly Rate
		Starting
		Ending
Employer (2)	Address of Business (Street & City)	Kind of Business
Your Title	Reason for leaving or considering leaving	Name, Title, # for Supervisor
Your Duties		From Date (Mo & Yr) To Date (Mo & Yr)
		Full-Time
		Part-Time
		Salary/Hourly Rate
		Starting
		Ending
Employer (3)	Address of Business (Street & City)	Kind of Business
Your Title	Reason for leaving or considering leaving	Name, Title, # for Supervisor
Your Duties		From Date (Mo & Yr) To Date (Mo & Yr)
		Full-Time
		Part-Time
		Salary/Hourly Rate
		Starting
		Ending

Employer (4)	Address of Business (Street & City)	Kind of Business
Your Title	Reason for leaving or considering leaving	Name, Title, # for Supervisor
Your Duties	From Date (Mo & Yr) To Date (Mo & Yr)	
	Full-Time	
	Part-Time	
	Salary/Hourly Rate	
Starting \$		
Ending \$		

Use a separate sheet for any additional qualifying employment data, using same format as above.

Any additional information that you want to add regarding the employment listed above? Include any relevant licenses, certificates, training or volunteer work.

ADDITIONAL INFORMATION: (List any machines or equipment you can operate such as office machines, construction equipment, trucks, etc.)

Have you ever been convicted of any violation of law other than minor traffic violations?

Yes No

If yes, what was the conviction, when, where and penalty imposed?

Have you applied with the Village before? Yes No

If yes, what position? _____

REFERENCES (EMPLOYMENT AND PROFESSIONAL)

Name	Title	Company	Phone

CERTIFICATION AND AGREEMENT

Qualified applicants are considered for employment, and employees are treated fairly during employment, without regard to race, color, religion, sex, national origin, age, marital status, medical condition or handicap.

I certify that answers given to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omission subjects me to disqualification or dismissal.

I authorize the Village of West Milwaukee to make such investigations and inquiries of any employment, character, qualifications and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or person from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the Village, my classification as a permanent employee depends upon me successfully performing work assigned to me during a probationary period, where applicable.

Name

Date

Emergency Contact:

Name: _____

Phone Number: _____

Relationship: _____

Any Additional Information:

