



# Village of Marshall

## VILLAGE OF MARSHALL, WI EMPLOYMENT APPLICATION

Application for position of:				
Last Name:		First Name		Middle Name
Address				Cell Phone Number
Email address				
Are you a U.S. Citizen, or do you have an entry permit which allows you to work? [ ] Yes [ ] No		Are you at least 18 years of age? [ ] Yes [ ] No		
Have you ever been employed by the Village of Marshall? [ ] Yes [ ] No When _____ Dept.				
Have you ever been terminated for cause by the Village of Marshall? [ ] Yes [ ] No				
Have you ever been terminated, discharged or resigned to avoid being discharged? [ ] Yes [ ] No				
Do you have a valid driver's license? [ ] yes [ ] no	If "yes" give driver's license number:	State	Expiration date	

Since your 18<sup>th</sup> birthday, have you EVER been convicted of any violations of law (or, as a juvenile, been waived into adult court and convicted) or are you now subject to a pending charge? Please list all convictions and all pending charges and include relevant dates for felonies, misdemeanors or conviction by a military court-martial. In accordance with State law and Village Ordinances, pending criminal charges or any convictions will not be used or considered unless they are substantially related to circumstances of the particular job.

[ ] Yes [ ] No Explain: (if necessary attach a separate sheet of paper with further detail.)

NOTE: The Village of Marshall routinely verifies conviction, driving and other information listed on this application. If you do not respond correctly or if you commit errors of omission of fact, either intentionally or unintentionally, you will not be eligible for Village of Marshall employment. Failure to admit convictions will result in disqualification. If you are a Village Employee, you will not be eligible to apply for promotion, competitive demotion or transfer for a period of twelve (12) months from the date of the disqualifying application. Additionally, Village employees may be subject to disciplinary action up to and including termination. If you are unsure of how to respond to this or any other question, *IT IS YOUR RESPONSIBILITY* to check with the Village Administrator for information/clarification.

**PROFESSIONAL REFERENCES**

Name	Address	Phone No.
Name	Address	Phone No.
Name	Address	Phone No.

**EDUCATION AND TRAINING**

Grammar & High School Circle highest year completed  1 2 3 4 5 6 7 8 9 10 11 12	Name & Location of High School	Year Graduated	Do you have a GED or High School Equivalency Diploma? [ ] Yes [ ] No [ ] n/a		
<b>TRAINING BEYOND HIGH SCHOOL</b> (College or University, Business College or other Schools you have attended) Undergraduate credits earned, indicate "Q" for Quarter hours and "S" for Semester hours				Circle the Number of Years in College or University 1 2 3 4 5 6 7 8	
Name & Location of Institution	Dates Attended From - To	Credits	Major	GPA/Base	Degree conferred & year
Describe any education or training not covered above, vocational school, correspondence courses, service schools, in-service training), which you feel is relevant to the job for which you are applying. Include relevant licenses, certificates or other information you feel might be pertinent to the position. (BE SPECIFIC)					

**WORK EXPERIENCE** Provide a complete description of your job duties. This information will be used to determine if you meet the minimum job qualifications. Be specific. Start with your most recent job. List ALL of your employment history. (Additional employment data may be attached on a separate sheet.) For part-time work, show the average number of hours per month, indicate any changes in job title under the same employer as a separate position. **VOLUNTEER WORK EXPERIENCE TO BE CONSIDERED MUST INCLUDE NAMES OF INDIVIDUALS TO VERIFY TYPE OF WORK, HOURS WORKED, ETC.**

Employer	Kind of Business	Location (City, State, Zip code)
Your Title	Reason for Leaving	Name, Address & Phone No of Supervisor:
Your duties:	<p style="text-align: center;">TOTAL LENGTH OF TIME EMPLOYED</p> <p>FULL-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p>PART-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p><u>FROM:</u> (Month &amp; Yr) _____ <u>TO:</u> (Month &amp; Yr)</p> <p>MONTHLY SALARY: Beginning \$ _____ Ending \$</p>	

Employer	Kind of Business	Location (City, State, Zip Code)
Your Title	Reason for Leaving	Name, Address & Phone No. Of Supervisor:
Your duties:	<p style="text-align: center;">TOTAL LENGTH OF TIME EMPLOYED</p> <p>FULL-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p>PART-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p><u>FROM:</u> (Month &amp; Yr) _____ <u>TO:</u> (Month &amp; Yr)</p> <p>MONTHLY SALARY: Beginning \$ _____ Ending \$</p>	

Employer	Kind of Business	Location (City, State, Zip code)
Your Title	Reason for Leaving	Name, Address & Phone No of Supervisor:
Your duties:	<p style="text-align: center;">TOTAL LENGTH OF TIME EMPLOYED</p> <p>FULL-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p>PART-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p><u>FROM:</u> (Month &amp; Yr) _____ <u>TO:</u> (Month &amp; Yr)</p> <p>MONTHLY SALARY: Beginning \$ _____ Ending \$</p>	

Employer	Kind of Business	Location (City, State, Zip Code)
Your Title	Reason for Leaving	Name, Address & Phone No. Of Supervisor:
Your duties:	<p style="text-align: center;">TOTAL LENGTH OF TIME EMPLOYED</p> <p>FULL-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p>PART-TIME: Hrs p/wk _____ # of Yrs. _____ Mos.</p> <p><u>FROM:</u> (Month &amp; Yr) _____ <u>TO:</u> (Month &amp; Yr)</p> <p>MONTHLY SALARY: Beginning \$ _____ Ending \$</p>	

Why have you chosen to apply for this position?
Please list equipment/skills you have related to the job description.

**VILLAGE OF MARSHALL**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

*(For official use only, not to be released to unauthorized persons)*

I hereby empower an employee of the Village of Marshall, or other authorized representative thereof bearing this release to obtain information and records, within one year of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining credit or employment data)
5. Credit rating bureaus or institutions
6. Any previous employer
7. Present employer
8. Any school, college, university or other educational institution
9. Any law enforcement or jail officer.

**Exceptions to this blanket authorization.**

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans With Disabilities Act).
2. \_\_\_\_\_
3. \_\_\_\_\_

This release is executed to authorize the Village of Marshall, as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature (full name)*

\_\_\_\_\_  
*Address - Street and Number*

\_\_\_\_\_  
*City State Zip*

Please Print:

\_\_\_\_\_  
*First name M.I. Last name*

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you being work. All information provided and statements made are subject to verification.

**CERTIFICATION**

**ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.**

**I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.**

**Applicant's Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of \_\_\_\_\_ not be revealed without my consent or until required under law.

Applicant's Signature:

Date Signed: