

# Employment Application

| 415 N Milwaukee St | Waterford WI 53185 | [www.tn.waterford.wi.gov](http://www.tn.waterford.wi.gov) |

The Town of Waterford is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, nationality, disability, veteran status, or any other status protected under local, state, or federal law.

## PLEASE PRINT IN INK

(Application must be completed in full, even if attaching a resume)

Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

How did you hear about the Town of Waterford? (select one)

Journal Times

Website

Walk-In

Hi-Liter

Current Employee

Other: \_\_\_\_\_

## APPLICANT DATA

Last Name

First

Middle

Address

City

State

Zip

Telephone

Alternate Number

Email

Social Security Number

## GENERAL INFORMATION

Type of employment desired:  Full-time  Part-time  Temporary  Seasonal

Date available to start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Have you ever applied for employment with the Town of Waterford?  Yes  No

If yes, give date and location: \_\_\_\_\_

Have you ever been employed with the Town of Waterford?  Yes  No

If yes, give date and location: \_\_\_\_\_

Are any of your relatives presently employed with the Town of Waterford?  Yes  No

If yes, give name, relationship, and location: \_\_\_\_\_

## GENERAL INFORMATION—continued

If you are under 18 and we require a work permit, can you furnish one?  Yes  No

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?  Yes  No

Have you ever been convicted of a crime?  Yes  No  
*A conviction record will not automatically bar you from employment and will only be considered as it relates to the particular job in question.*

If yes, please explain: \_\_\_\_\_

Are any criminal charges or proceedings pending against you?  Yes  No  
*A pending criminal charge will not automatically bar you from employment and will only be considered as it relates to the particular job in question.*

If yes, please explain: \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign?  Yes  No

If yes, please explain: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

Do you have a Class B CDL (for positions that require driving only)?  Yes  No

Are you presently employed?  Yes  No

If yes, may we contact your present employer for references?  Yes  No

If no, please explain: \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

# years completed: \_\_\_\_\_ Graduate?  Yes  No GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

College/University: \_\_\_\_\_ Address: \_\_\_\_\_

# years completed: \_\_\_\_\_ Graduate?  Yes  No Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

College/University: \_\_\_\_\_ Address: \_\_\_\_\_

# years completed: \_\_\_\_\_ Graduate?  Yes  No Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

Have you received any job-related training in the United States Military?  Yes  No

Please describe: \_\_\_\_\_

Describe any specialized training, apprenticeships, certifications, licenses or other skills: \_\_\_\_\_

## EMPLOYMENT HISTORY

Begin with current or most recent position and continue with all past employment. Attach additional sheet if necessary.

Employer 1: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer for a reference?  Yes  No

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Employer 2: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer for a reference?  Yes  No

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Employer 3: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer for a reference?  Yes  No

## NOTIFICATION AND AGREEMENT

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is true and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I agree that the Town of Waterford shall not be held liable in any respect if I am denied employment or my employment is terminated because of false statements, answers or omissions made by me on this Application for Employment or any other document.

It is the policy of the Town of Waterford to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, gender, national origin, marital status, expunged juvenile records or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam Era, and individuals with a disability and any other characteristics protected by Federal, State or Local law.

I understand that submission of an application does not guarantee employment. I further understand should an offer of employment be extended by the Town of Waterford that such employment with the Town of Waterford is At Will, for no specified duration and may be terminated by either the Town of Waterford or myself and at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of the Town of Waterford or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of the Town of Waterford, except the Town Administrator, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreement must be made in writing and signed by the Town Administrator of the Town of Waterford.

I understand that, if offered a position with the Town of Waterford, I may be required to submit to a pre-employment medical examination, drug screening, and/or background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

In consideration for employment with the Town of Waterford, if employed, I agree to conform to the rules, regulations, policies and procedures of the Town of Waterford at all times and understand that such compliance is a condition of employment.

I understand that this application is considered current for thirty (30) days. If I wish to be considered for employment after this period, I must fill out and submit a new application.

I authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to the Town of Waterford and/or any of its representatives, agents or vendors. I understand that the information my include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I fully release and discharge, absolve, indemnify, and hold harmless all parties involved from any and all claims, liability, demands, causes of action, damages or costs including attorney fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the party disclosing such facts knows are untrue.

I acknowledge that, in the event I am a finalist for the position to which I am applying, my application may be matter of public record, pursuant to Wisconsin's Open Records Law (Wisc Stat. § 19.36), and may be subject to disclosure.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me on this application and any other accompanying or required documents.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed applications and resume to:  
Town of Waterford, Attn: Ken Hinz, 415 N. Milwaukee St, Waterford WI 53185**

# EMPLOYMENT FORM

## BACKGROUND CHECK AUTHORIZATION

415 N. Milwaukee St., Waterford, WI 53185

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### Authorization to conduct a background check

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All applicants are subject to a criminal background check as a condition of employment. Note that a criminal record and a pending criminal charge will not automatically bar you from employment.

Please provide the information requested. Confidentiality is maintained in all circumstances.

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birthdate \_\_\_\_\_ (mm/dd/year) Driver's License: State \_\_\_\_\_ License \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_