

Application for Employment



Village of Bayside
 Human Resources
 9075 N Regent Rd.
 Bayside, WI 53217
 Phone 414-206-3915
 Fax: 414-351-8819



For Office Use Only:
 Application No.

Date Received

The Village of Bayside is an equal opportunity employer and does not discriminate in terms and conditions of employment with regard to sex, race, color, marital status, religion, creed, sexual orientation, veteran status, national origin, age or disability which does not, with or without a reasonable accommodation, prevent the applicant or candidate from performing the essential functions of the job, or any other characteristic protected by law.

PLEASE PRINT CLEARLY OR TYPE

Title of Specific Position For Which You Are Applying		Today's Date	Date Available For Work
Last Name,	First Name	Middle Name	Social Security Number
email address:			
Street Address		City, State and ZIP Code	
Are You Over The Age of 18?	If no, state date of birth	Home Telephone	Work Telephone
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____		May We Call You At Work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible to work in the United States?	In accordance with the Immigration Reform and Control Act of 1986, the Village only hires U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any relatives working for the Village of Bayside?	If yes, relationship to you _____		
<input type="checkbox"/> Yes <input type="checkbox"/> No	By which department are they employed _____		
Have you ever been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer "No" if the conviction or criminal records have been annulled or expunged.	If "Yes", explain on a separate sheet of paper and include dates. Your answer will not necessarily bar you from employment with the Village. Circumstances of conviction(s) will be taken into consideration.		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment Condition Desired: (Please check One)	Have you previously been employed by the Village of Bayside?		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Limited term <input type="checkbox"/> Intern <input type="checkbox"/> Other	If yes, date(s) _____ Position _____		

Education

Did you graduate from high school or receive a GED? Yes No

How many years of schooling have you completed? (Circle One) 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Type of School	Name and Location	# Yrs. Completed	Major Area of Study	Degree/Diploma Received
High School				
Trade / Business / Vocational				
Undergraduate Studies				
Graduate Studies				
Apprenticeship(s) Served or Trade Learned				

Skills / Training / Licenses / Professional Membership

Please list all the languages you are proficient in, and indicate whether you are proficient in speaking that language, writing that language, and / or reading that language.	<hr/> <hr/> <hr/> <hr/>
Please list any first aid and or CPR training and certifications you currently hold, including the date first issued.	<hr/> <hr/> <hr/> <hr/>
Please list all relevant professional memberships, registrations, licenses. Include date first issued.	<hr/> <hr/> <hr/> <hr/>
Please list the office machines you efficiently operate.	<hr/> <hr/> <hr/> <hr/>
Please list the computer programs you are proficient in and, indicate the number of years of experience you have with each.	<hr/> <hr/> <hr/> <hr/>

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EMPLOYMENT HISTORY

Work Experience: List complete employment history, including volunteer. Begin with the most recent first.
DO NOT USE "SEE RESUME" OR SIMILAR. Attach additional sheets if necessary.

Employing Firm _____		Length of Employment
Address _____		From (M/Yr) _____
Your Title _____		To (M/Yr) _____
Supervisor _____ Supervisor's Title _____		Total (M/Yr) _____
Phone Number _____ # Positions Supervised _____		Last Salary _____
Principal Responsibilities (Be Complete) _____	% Time Spent in Area of Responsibility _____	Hours Worked Per Week _____
_____	_____	Reason for Leaving or Seeking Other Employment _____
_____	_____	_____
_____	_____	_____
_____	_____	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Employing Firm _____		Length of Employment
Address _____		From (M/Yr) _____
Your Title _____		To (M/Yr) _____
Supervisor _____ Supervisor's Title _____		Total (M/Yr) _____
Phone Number _____ # Positions Supervised _____		Last Salary _____
Principal Responsibilities (Be Complete) _____	% Time Spent in Area of Responsibility _____	Hours Worked Per Week _____
_____	_____	Reason for Leaving or Seeking Other Employment _____
_____	_____	_____
_____	_____	_____
_____	_____	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Employing Firm _____		Length of Employment
Address _____		From (M/Yr) _____
Your Title _____		To (M/Yr) _____
Supervisor _____ Supervisor's Title _____		Total (M/Yr) _____
Phone Number _____ # Positions Supervised _____		Last Salary _____
Principal Responsibilities (Be Complete) _____	% Time Spent in Area of Responsibility _____	Hours Worked Per Week _____
_____	_____	Reason for Leaving or Seeking Other Employment _____
_____	_____	_____
_____	_____	_____
_____	_____	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No

Work Schedule Availability

Please indicate your work schedule availability.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Your Signature

The Village has the right to verify this information provided in the application. I may be discharged if there are any misrepresentations on this application, or my resume, or made by me in an interview that may be discovered now or any time in the future. I acknowledge that the information I have supplied is correct to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

In connection with this application for employment, I authorize the Village of Bayside and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including but not limited to, my records maintained by and educational institution, relating to academic performance such as transcripts. Moreover, I hereby release the Village of Bayside and any agent acting on its behalf from any and all liability of whatsoever nature by reason requesting such information from any person.

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify Human Resources at 414-206-3915.

Yes , but not present employer until you notify me first No, (We may be unable to hire you without this information)

Date _____ Signed _____

References

Please provide the name, address and phone number of three work related references. Village staff may contact these references at any point in the selection process.

	Name	Address	Phone Number	Position & Relationship to your work
1.				
2.				
3.				

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