

**VILLAGE OF NORTH PRAIRIE**  
**130 N. HARRISON STREET, NORTH PRAIRIE, WI 53153**

**PHONE: 262-392-2271      FAX: 262-392-2936**

**APPLICATION FOR EMPLOYMENT**

**APPLICANT PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE ANSWERING ANY QUESTIONS**

- 1. Please print or type all information. Answer all questions as completely as space will permit. Failure to complete applications may prohibit you from proceeding in the evaluation process for this position.**
- 2. Statements made in this application are subject to verification. The detection of false statements is a cause for disqualification or dismissal.**
- 3. Date and sign the application.**
- 4. Keep a copy of the application materials for your files.**

POSITION APPLYING FOR \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER: HOME (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

LIST ANY OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN ON OFFICIAL RECORDS:

\_\_\_\_\_

HAVE YOU FILED AN APPLICATION OR BEEN EMPLOYED HERE BEFORE? ☐ YES ☐ NO

DO YOU WISH TO HAVE THE INFORMATION CONTAINED IN YOUR APPLICATION MATERIALS REMAIN  
CONFIDENTIAL AS PERMITTED BY LAW IN ACCORDANCE WITH 19.36(7) WI STATE STATS? ☐ YES ☐ NO

ARE YOU 18 YEARS OF AGE OR OLDER? ☐ YES ☐ NO IF UNDER 18, HOW OLD ARE YOU? \_\_\_\_\_

EDUCATION AND TRAINING		
CIRCLE THE HIGHEST GRADE OR YEAR COMPLETED 1 2 3 4 5 6 7 8 8 9 10 11 12	NAME & LOCATION OF HIGH SCHOOL	DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED EQUIVALENCY? <input type="checkbox"/> YES <input type="checkbox"/> NO
TRAINING BEYOND HIGH SCHOOL (COLLEGE OR UNIVERSITY, BUSINESS COLLEGE OR OTHER SCHOOLS YOU HAVE ATTENDED.)		CIRCLE THE NUMBER OF YEARS COMPLETED IN COLLEGE OR UNIVERSITY 1 2 3 4 5 6 7 8
NAME AND LOCATION		DATES ATTENDED – GRADUATED?
1.		
2.		
3.		
4.		

## Page 2- Application for Employment

### References – Please list current or previous employers or any relatives

Name	Phone Number	Occupation	Years Known

We may contact the employers/references listed above and on the next page unless you specify that you do not want us to contact them. Therefore, please indicate which employers you do not want us to contact.

#### Employer Name

#### Reason

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**ADDITIONAL INFORMATION:** (List the machines or equipment you can operate such as office machines, construction equipment, trucks, etc., and you may use this space for any additional information or comments relative to your application. Also, if currently licensed or registered as a member of some profession or trade, indicate type of license or certificate and date issued.)

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DO YOU HAVE A VALID DRIVER'S LICENSE? ☐ YES ☐ NO LICENSE NUMBER \_\_\_\_\_

COMMERCIAL DRIVER'S LICENSE? ☐ YES ☐ NO

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATIONS OF LAW OTHER THAN MINOR TRAFFIC VIOLATIONS?

☐ YES ☐ NO IF YES, FOR WHAT HAVE YOU BEEN CONVICTED, WHEN WHERE AND PENALTY IMPOSED?

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NOTE: CONVICTIONS ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT, BUT ARE REVIEWED IN RELATION TO THE JOB FOR WHICH YOU APPLIED. CONVICTIONS NOT REPORTED MAY BE CAUSE FOR DISCHARGE.

**CAREFULLY READ THIS APPLICATION AND YOUR ANSWERS AND THE  
CERTIFICATION AND AGREEMENT BELOW BEFORE SIGNING.**

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal.

I authorize the Village of North Prairie to make such investigations and inquiries of my personal employment, financial and other related matters as may be necessary at arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. A copy of this authorization shall be effective as the original.

I authorize the Village of North Prairie to make such investigation of my medical history, as may be necessary, only after I have received a conditional job offer by the Village of North Prairie.

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

I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Applicants should discuss overtime pay practices with the appointing authority prior to accepting employment with the Village of North Prairie.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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

**Village Use Only**

Applicant interviewed by:\_\_\_\_\_

Date Interviewed:\_\_\_\_\_ Hire Date:\_\_\_\_\_ Hourly Rate:\_\_\_\_\_

Job Title:\_\_\_\_\_ Department:\_\_\_\_\_