



Employment Application

To be used to apply for any position.

2828 Allouez Ave., Bellevue, WI 54311 | p. (920) 468-5225

Email: employment@villageofbellevuewi.gov

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should contact the Village Administrator.

DIRECTIONS:

- Print or type all information, except for signatures
- Mail, email or drop off application at the above address
- Incomplete or unsigned applications will not be considered

Application Date: _____

PERSONAL INFORMATION

Full Name: _____

Email: _____

Address: _____
Street Address City State Zip

Phone: () _____

If necessary, the best time(s) to call you are?

☐ Mornings ☐ Afternoons ☐ Early Evenings

EMPLOYMENT

Position Applying For: _____ Date Available: _____

Type of Employment Desired? ☐ Full-Time ☐ Part-Time ☐ Temporary/Seasonal ☐ Other

Desired Salary: \$ _____ Referral Source(s): _____

Please Answer the Following Questions:

YES NO

Are you legally eligible for employment in the U.S.?

☐ ☐

Have you ever been bonded?

☐ ☐

Will you travel if the job requires you?

☐ ☐

Are you able to meet the attendance requirements of the position?

☐ ☐

Will you work overtime if required?

☐ ☐

EDUCATION/TRAINING*

High School/GED: _____
Name City, State

From: _____
MM/YY MM/YY

Did You Graduate? ☐ Yes ☐ No ☐ GED

EDUCATION/TRAINING (cont.)*

Higher Education: _____
Name *City, State*

From: _____ **Did You Graduate?** ☐ Yes ☐ No
MM/YY *MM/YY* *Anticipated Graduation Date, if Applicable (MM/DD/YY):* _____

Field of Study: _____

Other: _____
Name *City, State*

From: _____ **Did You Graduate?** ☐ Yes ☐ No
MM/YY *MM/YY* *Anticipated Graduation Date, if Applicable (MM/DD/YY):* _____

Field of Study: _____

Describe any education, training, special study, research, memberships, offices held, publications, or skills not covered above that may be beneficial to the position you are applying for:

**Any education and/or training that is submitted on this employment application must be received from an accredited institution. Non-accredited education and/or training that is submitted on this employment application will not be considered.*

REFERENCES

Please provide three (3) professional references.

Reference 1 _____
Name *Relationship*

Organization *Phone* *Email*

Reference 2 _____
Name *Relationship*

Organization *Phone* *Email*

Reference 3 _____
Name *Relationship*

Organization *Phone* *Email*



EMPLOYMENT

Please provide a listing of ALL recent previous employment.

Employer 1

Organization Name

Address

Job Title

Final Hourly Rate/Salary

From:

MM/YY

MM/YY

Reason for Leaving

Supervisor Name

Supervisor Title

Supervisor Phone

May We Contact? ☐ YES ☐ NO

Work & Responsibility Summary:

Employer 2

Organization Name

Address

Job Title

Final Hourly Rate/Salary

From:

MM/YY

MM/YY

Reason for Leaving

Supervisor Name

Supervisor Title

Supervisor Phone

May We Contact? ☐ YES ☐ NO

Work & Responsibility Summary:

Employer 3

Organization Name

Address

Job Title

Final Hourly Rate/Salary

From:

MM/YY

MM/YY

Reason for Leaving

Supervisor Name

Supervisor Title

Supervisor Phone

May We Contact? ☐ YES ☐ NO

Work & Responsibility Summary:



AUTHORIZATION

I certify that all information I have provided in order to apply for and secure work with the Village of Bellevue is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application or (ii) immediately discharge me from my employment with the Village of Bellevue, whenever it is discovered.

I expressly authorize, without reservation, the Village of Bellevue, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise certify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Village of Bellevue, its agents, employees, or representatives, seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations furnishing such information about me.

I understand that the Village of Bellevue does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that unless otherwise provided for in a collective bargaining agreement, that I am an "at will" employee and that the employer may terminate my employment at any time, with or without cause, and with no prior notice. I understand that this application remains current for the position applied for in the case of full or part-time positions, and current for the hiring season for seasonal or temporary employment. I understand that in order to be considered for other full or part-time positions, and for seasonal or temporary positions beyond the current hiring season, it will be necessary to submit a new application.

I understand this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Village Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States, and federal immigration laws require me to complete an I-9 Form in this regard.

Signature: _____

Date: _____



BACKGROUND INFORMATION REQUEST (optional)

Full Name: _____ Previous Name: _____

Address: _____
Street Address City State Zip

Driver's License #: _____ State of Issue: _____

Date of Birth: _____ Social Security #: _____

Do you have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony? ☐ Yes ☐ No

If yes, please explain:

Note: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the responsibilities of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to the hearing.

I hereby certify that all statements made on or in connection with my application are true, complete, and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or if hired, dismissal.

I realize that during the processing of my application, my background as it relates to this job, will be investigated by the Village of Bellevue. I understand that any information concerning my past will be considered in evaluating me as an applicant to the Village of Bellevue and that all information obtained during this investigation is confidential. The people contacted will be advised that what they say will be held in confidence.

Signature: _____ Date: _____

