

Village of Hilbert Application for Employment

MAIL APPLICATIONS TO:

Village of Hilbert
26 N. 6th Street
PO Box 266
Hilbert, WI 54129

(920) 853-3241 - Phone
(920) 853-3515 - Fax
clerktreasurer@hilbertwi.gov
hilbertwi.gov

Instructions: To be filled out by applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

- Incomplete applications MAY NOT BE CONSIDERED.
- If resume is submitted, DO NOT write "see resume."
- DATE and SIGN this application.
- Please list a minimum of ten years' prior experience and education.
- Please complete this application in blue or black ink. Do not type.
- You are not required to furnish any information, which is prohibited by federal, state or local law.

Title of position applying for:	Department:
Name: (Last) (First) (M.I.)	Today's Date:
Current Address: (Street)	Home Phone:
	Cell Phone:
(City) (State) (Zip Code)	Business Phone: Can we contact you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent Address (if different than current address): (Street)	E-Mail Address: Can we contact you here? <input type="checkbox"/> Yes <input type="checkbox"/> No
(City) (State) (Zip Code)	When will you be available for employment?

Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.</i>	Are you eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>The Village of Hilbert shall prohibit employment of an individual if he/she would be directly supervising or receiving direct supervision from a family member.</i> List any relatives employed by the Village of Hilbert or serving as elected or appointed officials:	
Do you possess a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No DL # _____	
Do you possess a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Type/Class: _____	
Do you possess any other license? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____	

Did you graduate from high school? ☐ Yes ☐ No

Name/location of school: _____

If no, have you passed a high school equivalency or GED test? ☐ Yes ☐ No Location: _____

Special Skills and Qualifications – complete if position requires these skills:

Experience transcribing mechanically-recorded material? ☐ Yes ☐ No Typing speed (if known): _____ wpm

Experience using a 10-key adding machine? ☐ Yes ☐ No

List any additional office equipment which you can operate skillfully: _____

List all computer software which you can operate skillfully: _____

Check the types of equipment that you are qualified to operate:

_____ Dump Truck

_____ Pick-up Truck

_____ Grader

_____ Scraper

_____ Large/small roller

_____ Chain saw

_____ Tandem truck

_____ Riding mower

_____ Dozer/Crawler

_____ Snow plow

_____ Front-end loader

_____ Articulated loader

_____ Skid Steer

_____ Tractor

_____ Backhoe

_____ Welder

_____ Fork lift

Others (please list): _____

Training beyond high school

College or university, technical, nursing, business college or other schools you have attended

School name, location and phone number	Presently attending	Major/ Field	Type of degree received	Credits Earned	GPA

THIS SECTION MUST BE COMPLETED List ALL instances in which you were convicted as an adult for crimes (misdemeanors or felonies), ordinance violations and traffic violations. List all pending adult criminal charges (misdemeanors or felonies). Failure to include all information requested under this section may result in denial of employment. Part of the application process involves a background check including traffic record and local ordinance violations.

☐ CHECK HERE IF NOT APPLICABLE

Approximate dates may be listed.

Date	Location	Charge	Court	Disposition of Case

Note: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is substantial relationship to the circumstances 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 hiring.

IMPORTANT: You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten years' experience and education.

Are you currently unemployed? ☐ No ☐ Yes, since _____

List any periods of unemployed status: _____

Were you eligible for unemployment compensation? ☐ No ☐ Yes, please list dates: _____

Applicant Name: _____

EMPLOYMENT SECTION. Please start with most recent position – include military service.

From (mo/yr)	Title of your current/recent position:		Primary duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
To (mo/yr)	Company Name	Phone Number	
Hours each week:	Address		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Name and title of supervisor		
Starting wage/salary:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for considering change/leaving	
Present wage/salary:	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (mo/yr)	Title of your current/recent position:		Primary duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
To (mo/yr)	Company Name	Phone Number	
Hours each week:	Address		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Name and title of supervisor		
Starting wage/salary:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for considering change/leaving	
Present wage/salary:	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (mo/yr)	Title of your current/recent position:		Primary duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
To (mo/yr)	Company Name	Phone Number	
Hours each week:	Address		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Name and title of supervisor		
Starting wage/salary:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for considering change/leaving	
Present wage/salary:	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please use a separate sheet of paper for additional employers

OTHER EXPERIENCE				
(Include volunteer experience, internships, and/or jobs, not included in the employment section)				
Company Name/Location	Job Title	Dates Employed (month/year)	Annual Salary	Full or Part-time

Have you ever been warned or disciplined for any of the following occurrences in your previous or current employer?

Attendance ☐ Yes ☐ No. If yes, please explain _____

Performance problems ☐ Yes ☐ No. If yes, please explain _____

Inability to get along with others ☐ Yes ☐ No. If yes, please explain _____

Safety violations ☐ Yes ☐ No. If yes, please explain _____

Harassment ☐ Yes ☐ No. If yes, please explain _____

Violent behavior ☐ Yes ☐ No. If yes, please explain _____

Inappropriate use or possession of alcohol ☐ Yes ☐ No. If yes, please explain _____

Inappropriate use or possession of a drug ☐ Yes ☐ No. If yes, please explain _____

Have you ever been suspended from any position? ☐ Yes ☐ No. If yes, please explain (including date, location, employer and situation): _____

Please explain any gaps in employment. _____

References		
Work or education related (such as former employers, supervisors, co-workers, school faculty). No relatives/significant others.		
Name/Telephone/Address	Occupation	Nature of Relationship
1.		
2.		
3.		
4.		

Applicant Name: _____

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Clerk's Office representative prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

I agree to execute release authorization forms as required by the Village of Hilbert to request employment records from my present and/or former employer(s). This release may include any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I release and hold harmless the Village of Hilbert, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Initial:

I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Hilbert. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Hilbert, and consent to the release of the test results to the Village of Hilbert. I hereby release and hold harmless the Village of Hilbert, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

I authorize the Village of Hilbert, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Hilbert, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Hilbert only if it substantially relates to the position applied for.

Initial:

If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Hilbert reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

I agree to use such personal protective equipment and devices as may be required by the Village of Hilbert and to comply with safety rules and requirements. In addition, I understand that the Village of Hilbert maintains a workplace free from drugs, harassment and violence.

Initial:

I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Hilbert has the authority to make any assurances to the contrary.

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.

Notice – Wisconsin Open Records Law: Under section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

The Village of Hilbert is committed to the equality of opportunity for all people. It is the policy of the Village of Hilbert to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's Signature _____

Date _____