



# VILLAGE OF WHITING EMPLOYMENT APPLICATION

TITLE OF POSITION APPLING FOR:

NAME (LAST, FIRST, MI)

US CITIZEN  
YES NO

MAY WE CALL YOU AT  
WORK? YES NO

COMPLETE MAILING ADDRESS ( STREET, CITY, STATE, ZIP )

HOME PHONE

WORK PHONE

VALID WI DRIVERS LICENSE?  
YES NO

CDL LICENSE?  
YES NO

DATE YOU COULD START ON:

LIST ENDORSEMENTS  
(INCLUDE VEHICLE WEIGHT CLASS)

HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF WHITING BEFORE? YES NO  
IF YES, WHEN AND WHAT POSITION?

LIST ANY RELATIVES SERVING ON VILLAGE BOARD, COMMITTEES, OR EMPLOYED BY THE VILLAGE OF WHITING:

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 11 12/GED    TECHNICAL    1 2 3 4 5    COLLEGE    1 2 3 4 5 6 7 8

HIGH SCHOOL NAME

LOCATION

COLLEGE/UNIVERSITY NAME

TYPE OF DEGREE

MAJOR

TECHNICAL/BUSINESS SCHOOL NAME

TYPE OF DEGREE

MAJOR

ADDITIONAL COLLEGE/TECHNICAL SCHOOL NAME

TYPE OF DEGREE

MAJOR

LIST SPECIALIZED TRAINING

LIST CURRENT PROFESSIONAL CERTIFICATIONS

SERVED FORMAL APPRENTICESHIP? YES NO  
IF YES, WHAT TRADE, HOW LONG, WHEN, AND WHERE?

LIST OFFICE MACHINES, SPECIALIZED EQUIPMENT OR VEHICLES WHICH YOU  
CAN SKILLFULLY OPERATE.

ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB YOU ARE APPLYING FOR? (REFER TO THE JOB DESCRIPTION) YES NO  
IF NO, PLEASE IDENTIFY WHICH ESSENTIAL FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS? (PENDING CRIMINAL CHARGES ARE NOT AN AUTOMAITIC  
BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERITS. IF YES, PLEASE EXPLAIN. YES NO

HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? (CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.)  
IF YES, PLEASE EXPLAIN. YES NO

# EMPLOYMENT HISTORY

**IMPORTANT:** WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THE DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT, PAST, FULL AND PART TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATED TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK, RELATED SELF EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION WHICH YOU ARE APPLYING. USE ADDITIONAL SHEETS IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS. HOWEVER YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR A POSITION.

FROM (MO. & YEAR)	TITLE OF YOUR PRESENT/LAST POSITION	EMPLOYER'S NAME
TO (MO. & YEAR)	PRIMARY DUTIES	EMPLOYER'S ADDRESS
TOTAL MONTHS WORKED		EMPLOYER'S PHONE
HOURS EACH WEEK		NAME AND TITLE OF SUPERVISOR
STARTING SALARY		IF WE CONTACT YOUR PRESENT EMPLOYER WILL YOUR POSITION BE ENDANGERED? YES NO
PRESENT SALARY		NUMBER OF EMPLOYEES SUPERVISED
FROM (MO. & YEAR)	TITLE OF YOUR PREVIOUS POSITION	EMPLOYER'S NAME
TO (MO. & YEAR)	PRIMARY DUTIES	EMPLOYER'S ADDRESS
TOTAL MONTHS WORKED		EMPLOYER'S PHONE
HOURS EACH WEEK		NAME AND TITLE OF SUPERVISOR
STARTING SALARY		
ENDING SALARY		NUMBER OF EMPLOYEES SUPERVISED
FROM (MO. & YEAR)	TITLE OF YOUR PREVIOUS POSITION	EMPLOYER'S NAME
TO (MO. & YEAR)	PRIMARY DUTIES	EMPLOYER'S ADDRESS
TOTAL MONTHS WORKED		EMPLOYER'S PHONE
HOURS EACH WEEK		NAME AND TITLE OF SUPERVISOR
STARTING SALARY		
ENDING SALARY		NUMBER OF EMPLOYEES SUPERVISED

## PROFESSIONAL/WORK REFERENCES

NAME AND OCCUPATION	ADDRESS	PHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE OF WHITING SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASONS. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF WHITING AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATIONS AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF WHITING.

SIGNATURE OF APPLICANT

DATE

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### Equal Opportunity Employer

The Village of Whiting does not discriminate in employment on the basis of race, color, national origin, religion, sex, pregnancy, age, disability, ancestry, marital status, national guard/reserve membership.

**PLEASE INCLUDE A RESUME AND/OR LETTER OF INTEREST.  
RETURN COMPLETED APPLICATION TO VILLAGE OF WHITING  
ATTENTION: DIRECTOR OF PUBLIC WORKS AND PARKS  
3600 WATER STREET STEVENS POINT, WI 54481**

**OFFICE HOURS:**

**9:00 A.M. - 3:30 P.M. MONDAY - FRIDAY**

(NIGHT DROP OFF BOX LOCATED AT ABOVE ADDRESS)

**715-341-2742**