

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.		

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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

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.)

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?

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.

EMPLOYMENT HISTORY (Most Recent Job First)

Attach additional sheets if necessary

WORK EXPERIENCE: PROVIDE A COMPLETE DESCRIPTION, START WITH YOUR MOST RECENT JOB AND WORK BACK. BE SURE TO INCLUDE SERVICE IN THE ARMED FORCES. EXPLAIN ANY GAPS BETWEEN PERIODS OF EMPLOYMENT. IF MORE SPACE IS REQUIRED, CONTINUE ENTRIES ON SEPARATE SHEET ARRANGED AS BELOW AND ATTACH TO APPLICATION. ALTHOUGH RESUMES ARE WELCOME, THEY MAY NOT BE SUBSTITUTED FOR THE INFORMATION REQUESTED BELOW.

NAME OF EMPLOYER	TYPE OF BUSINESS	
ADDRESS, CITY & STATE	YOUR JOB TITLE	
YOUR DUTIES	DATES EMPLOYED FROM _____ TO _____	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	SUPERVISOR'S NAME & PHONE #	MAY WE CONTACT NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
	RATE OF PAY BEGINNING \$ _____ PER _____	RATE OF PAY ENDING \$ _____ PER _____
	REASON FOR LEAVING OR CONSIDERING LEAVING	

NAME OF EMPLOYER	TYPE OF BUSINESS	
ADDRESS, CITY & STATE	YOUR JOB TITLE	
YOUR DUTIES	DATES EMPLOYED FROM _____ TO _____	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	SUPERVISOR'S NAME & PHONE #	MAY WE CONTACT NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
	RATE OF PAY BEGINNING \$ _____ PER _____	RATE OF PAY ENDING \$ _____ PER _____
	REASON FOR LEAVING OR CONSIDERING LEAVING	

NAME OF EMPLOYER	TYPE OF BUSINESS	
ADDRESS, CITY & STATE	YOUR JOB TITLE	
YOUR DUTIES	DATES EMPLOYED FROM _____ TO _____	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	SUPERVISOR'S NAME & PHONE #	MAY WE CONTACT NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
	RATE OF PAY BEGINNING \$ _____ PER _____	RATE OF PAY ENDING \$ _____ PER _____
	REASON FOR LEAVING OR CONSIDERING LEAVING	

WERE YOU EVER DISCHARGED OR FORCED TO RESIGN FROM ANY POSITION? YES NO

IF YES, EXPLAIN: _____

**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: _____

Snow Plow Driver

Company: Village of North Prairie

Location: Village of North Prairie

Date Posted: October 15, 2014

Job Duties Plow snow, load and spread de-icing salt and other snow and ice control duties utilizing Village provided vehicle(s) and /or equipment.

Special Notes

Must be available to report for work with very little advance notification. In some cases, notice may be provided the evening before a start time the following day. Required days of work will include weekdays, weekends and holidays. This is an on-call position where the employee is paid only for actual hours worked.

Job Knowledge, Skills and Abilities

Minimum of a high school diploma or equivalent. Valid Wisconsin Commercial Driver's License, parts BCD. Must be able to work outdoors in extreme weather conditions. Qualified applicants will be required to satisfactorily pass drug and alcohol testing.

How to Apply

All candidates interested in this position must obtain and complete an official application. Applications are available from the Village website at www.northprairie.net, or from the Village Clerk's Office at the Village Municipal Center located at 130 N. Harrison Street, North Prairie, WI. The Village of North Prairie is an Equal Opportunity Employer.

Type of Employment

Part-time (less than 40 hours per week)

Salary

Based on experience (\$20.00 - \$26.00 per hour)