



## APPLICATION FOR EMPLOYMENT

Village of Cottage Grove  
221 E Cottage Grove Road  
Cottage Grove, WI 53527  
608-839-4704  
[www.village.cottage-grove.wi.us](http://www.village.cottage-grove.wi.us)

### Instructions:

1. Application form must be submitted to be considered for employment.
2. Answer all questions - complete application.
3. Date and sign the application on last page.
4. Attach resume and additional information as necessary.
5. Return to the above address.

The Village of Cottage Grove is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of the Village to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, sexual orientation, age, sex, veteran status or disability, or any other basis prohibited by Federal or State law. As an Equal Opportunity Employer, the Village intends to comply fully with all Federal and State laws and the information requested on this application will not be used for any purpose prohibited by law.

Position Desired: \_\_\_\_\_ Date: \_\_\_\_\_

Are you interested in: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ Either: \_\_\_\_\_ Salary Expected: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Referred by:  Newspaper Ad  Career Fair  City website  Other website

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

May we contact your present employer regarding your qualifications? \_\_\_\_\_

Are you a citizen of the United States? If not, are you in this country on a visa which will permit you to work here? \_\_\_\_\_

## EMPLOYMENT RECORD

List in order, present employer first. (Account for all periods between jobs. Include experiences in Armed Forces.)

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From (Mo-Yr) \_\_\_\_\_ To (Mo-Yr) \_\_\_\_\_ Job Title or Occupation: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_ Supervisor's phone #: \_\_\_\_\_

Description of your duties: \_\_\_\_\_

Highest salary earned \$ \_\_\_\_\_ per \_\_\_\_\_  Full time  Part time

Reason for leaving/What did you like least about this job: \_\_\_\_\_

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From (Mo-Yr) \_\_\_\_\_ To (Mo-Yr) \_\_\_\_\_ Job Title or Occupation: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_ Supervisor's phone #: \_\_\_\_\_

Description of your duties: \_\_\_\_\_

Highest salary earned \$ \_\_\_\_\_ per \_\_\_\_\_  Full time  Part time

Reason for leaving/What did you like least about this job: \_\_\_\_\_

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From (Mo-Yr) \_\_\_\_\_ To (Mo-Yr) \_\_\_\_\_ Job Title or Occupation: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_ Supervisor's phone #: \_\_\_\_\_

Description of your duties: \_\_\_\_\_

Highest salary earned \$ \_\_\_\_\_ per \_\_\_\_\_  Full time  Part time

Reason for leaving/What did you like least about this job: \_\_\_\_\_



## REFERENCES

Examples include additional supervisors not listed previously or volunteer coordinators/lead workers knowledgeable of your work performance. Do not include individuals listed under employment record. Do not include personal friends or relatives.

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Reference name and address: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

Reference's telephone number: \_\_\_\_\_

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Reference name and address: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

Reference's telephone number: \_\_\_\_\_

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Use this space for any additional information or comments regarding your qualifications for employment:

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Do you currently possess a valid Driver's License? Lic. # \_\_\_\_\_ State: \_\_\_\_\_

Do you currently possess a CDL? YES NO If yes, what Class? \_\_\_\_\_

## CONVICTION RECORD

List any other names by which you have been known on official records. \_\_\_\_\_

Please list **all** convictions (including felonies, misdemeanors and ordinance violations). Exclude parking offenses and also exclude convictions prior to your 18<sup>th</sup> birthday. Conviction is not an automatic bar to employment. Each case is considered on its individual circumstances. I understand that a subsequent discovery by the City of false or incomplete information may be considered grounds for termination.

Date	Charge	Place	Court	Action Taken

**Please Read Carefully**  
**Applicant's Certification and Agreement**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or given to the employer through the application process may be considered sufficient cause for dismissal. I am aware that a thorough investigation of my entire background is to be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the Village of Cottage Grove or its agent upon presentation of this or copy hereof. I understand that the background check might be done either before or after an employment decision is reached and in fact could conceivably be done on multiple occasions during employment.

Some positions require a physical examination following an offer of employment. A record of the examination is placed in a separate, confidential medical file. I authorize any medical provider to supply this information to the Village of Cottage Grove.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my employment as requested by the Village of Cottage Grove.

I hereby release from liability and hold harmless the Village of Cottage Grove and all persons and corporations supplying this information to the Village of Cottage Grove and/or its agents. A photocopy of this authorization is as effective as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_  
                            **FIRST**                            **MIDDLE**                            **LAST**

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