



Village of Waterford Fire Department  
 Station #2  
 819 Mohr Ave  
 Waterford, WI 53185  
 (262) 534-3980 ext. 554

# Application for Employment

Created: 06/12/2018 13:46

*The Village of Waterford Fire Department is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, nationality, disability, veteran status, or any other status protected under local, state, or federal law.*

Please read the following:

1. Please print in **BLACK** ink. Answer all questions as completely as possible, even if attaching a resume. Incomplete applications may prohibit application advancement to Fire Commision.
2. Statements made within this application are subject to verification. False statements are cause for dismissal.
3. Date and sign the application and retain a copy for your records.

## **APPLICANT INFORMATION**

Available Start Date: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_ /hr

Days / Hours available per week (Circle one): \_\_\_\_\_ / wk

How did you hear about the position? \_\_\_\_\_  
 \_\_\_\_\_

### Applicant

Name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Are you legally entitled to work in the United States? [ Y ] [ N ] SSN # \_\_\_\_\_ - \_\_\_\_\_

Are you age 18 or over? [ Y ] [ N ]

Do you possess a valid Drivers License? [ Y ] [ N ] License #: \_\_\_\_\_

Do you possess a valid Commercial Driver's License? [ Y ] [ N ] Endorsement: A B C D H N

List special skills and/or qualifications that may apply to the position (Include any computer software):

List Memberships in professional or technical associations:

Current certifications, licenses or registrations through a trade/profession, or through higher education:

## GENERAL INFORMATION

Have you ever applied for employment with the Village of Waterford? [ Y ] [ N ]

If yes, give date(s), location(s) or position(s) applied for: \_\_\_\_\_

Have you ever been previously employed by the Village of Waterford? [ Y ] [ N ]

If yes, give date(s), location(s) or position(s) for: \_\_\_\_\_

Are any of your relatives currently employed by the Village of Waterford? [ Y ] [ N ]

If yes, give name, relationship and location(s) or position(s) for: \_\_\_\_\_

Have you ever been convicted of a crime? [ Y ] [ N ]

If yes, please explain: \_\_\_\_\_

Are any criminal charges or proceedings pending against you? [ Y ] [ N ]

If yes, please explain: \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign? [ Y ] [ N ]

If yes, please explain: \_\_\_\_\_

Are you currently employed? [ Y ] [ N ]

If yes, may we contact your current employer for references? [ Y ] [ N ]

If no, please explain: \_\_\_\_\_

*Please note: a conviction record or a pending criminal charge will not automatically bar you from employment from the Village of Waterford and will only be considered as it relates to the particular job in question.*

## EDUCATION

Name and location of High School: \_\_\_\_\_

Highest grade and/or year completed: \_\_\_\_\_ High school Diploma or GED? [ Y ] [ N ]

### **Post-High school education - Technical / College / University / Other**

Name and Location: \_\_\_\_\_ Dates (mm/yy): \_\_\_\_\_ - \_\_\_\_\_

Major / Minor: \_\_\_\_\_ Degree: \_\_\_\_\_ Graduate? [ Y ] [ N ]

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Name and Location: \_\_\_\_\_ Dates (mm/yy): \_\_\_\_\_ - \_\_\_\_\_

Major / Minor: \_\_\_\_\_ Degree: \_\_\_\_\_ Graduate? [ Y ] [ N ]

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Name and Location: \_\_\_\_\_ Dates (mm/yy): \_\_\_\_\_ - \_\_\_\_\_

Major / Minor: \_\_\_\_\_ Degree: \_\_\_\_\_ Graduate? [ Y ] [ N ]

Have you received any job-related training in the United States Military? [ Y ] [ N ]

If yes, please explain: \_\_\_\_\_

## EMPLOYMENT HISTORY

Begin with current or most recent position and continue with all past employment. Attach additional sheet if necessary. Include area code for phone numbers.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Employed (mm/yy): \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Employer phone: \_\_\_\_\_

Starting / Ending salary: \_\_\_\_\_ / \_\_\_\_\_ May we contact for a reference? [ **Y** ] [ **N** ]

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Employed (mm/yy): \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Employer phone: \_\_\_\_\_

Starting / Ending salary: \_\_\_\_\_ / \_\_\_\_\_ May we contact for a reference? [ **Y** ] [ **N** ]

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Address: \_\_\_\_\_ Employer phone: \_\_\_\_\_

Starting / Ending salary: \_\_\_\_\_ / \_\_\_\_\_ May we contact for a reference? [ **Y** ] [ **N** ]

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Employed (mm/yy): \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Employer phone: \_\_\_\_\_

Starting / Ending salary: \_\_\_\_\_ / \_\_\_\_\_ May we contact for a reference? [ **Y** ] [ **N** ]

Reason for leaving: \_\_\_\_\_

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## PERSONAL REFERENCES

*Do not include friends or relatives.*

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Years known: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Years known: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
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Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
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Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Years known: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Years known: \_\_\_\_\_ Relationship: \_\_\_\_\_

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## NOTIFICATION AND AGREEMENT

*The Village of Waterford shall herein be referred to as "Employer" for the purposes of this agreement.*

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is true and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I agree that the Employer shall not be held liable in any respect if I am denied employment or my employment is terminated because of false statements, answers or omissions made by me on this Application for Employment or any other document.

It is the policy of the Employer to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, gender, national origin, marital status, expunged juvenile records or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam Era and individuals with a disability and any other characteristics protected by Federal, State or local law.

I understand that submission of an application does not guarantee employment. I further understand should an offer of employment be extended by the Employer that such employment with the Employer is At Will, for no specified duration and may be terminated by either the Employer or myself and at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of the Employer or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of the hiring department except the Fire Chief or Municipal Administrator, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreement must be made in writing and signed by the Fire Chief or Municipal Administrator.

I understand that, if offered a position with the Employer, I may be required to submit to a pre-employment medical examination, drug screening and / or background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

In consideration for employment with the Employer, if employed, I agree to conform to the rules, regulations, policies and procedures of said department at all times and understand that such compliance is a condition of employment.

I understand that this application is considered current for thirty (30) days. If I wish to be considered for employment after this period, I must complete and submit a new application.

I authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the Employer and / or any of its representatives, agents or vendors. I understand that the information may include but is not necessarily limited to performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand and opinions regarding my suitability for employment possessed by it. I authorize the Employer to make such investigation of my medical history, as may be necessary only after I have received a conditional job offer by the Employer.

I fully release and discharge, absolve, indemnify and hold harmless all parties involved from any and all claims, liability, demands, causes of action, damages or costs including attorney fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose or preventing me from obtaining employment which the party disclosing such facts knows are untrue.

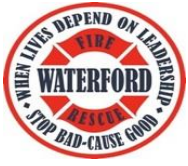
I acknowledge that, in the event I am a finalist for the position to which I am applying, my application may be the matter of public record, pursuant to Wisconsin's Open Records Law (Wisc. Stat. 19.36), and may be subject to disclosure.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied by me on this application and any other accompanying or required documents.

*Thank you for your interest in employment with the Village of Waterford. Carefully review your application and your answers, including this notification and agreement, before signing.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Background Check Authorization**

Created: 06/12/2018 13:46

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*All applicants are subject to a criminal background check as a condition of employment. Note that a criminal record and a pending criminal charge will not automatically bar you from employment.*

*Please provide the information requested. Confidentiality is maintained in all circumstances.*

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Drivers License - State: \_\_\_\_\_ License #: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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