



# APPLICATION FOR EMPLOYMENT

**VILLAGE OF FOX POINT**  
**7200 N. SANTA MONICA BLVD.**  
**FOX POINT, WI 53217**  
**(414) 351-8900**

**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 application 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.

**POSITION APPLYING FOR** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Date \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Are you legally qualified to work in the United States? \_\_\_\_\_ Are you 18 years or older? \_\_\_\_\_  
 Do you possess a valid Driver's License or CDL? \_\_\_\_\_ Type / Class \_\_\_\_\_

Have you been convicted of a felony or misdemeanor within the last 5 years? \*  
 \*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Are you a high school graduate \_\_\_\_\_ If no, have you passed a high school equivalency or GED test? \_\_\_\_\_  
 Name of school \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**TRAINING BEYOND HIGH SCHOOL**

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

Name, location, phone number	Dates Attended	Major Field	Type of degree rec'd	Credits Earned

**ADDITIONAL TRAINING:** Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job you are applying for. Also include relevant licenses or certificates. Be specific and include dates.

## 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.

<b>Name of Employer</b>	<b>Type of Business</b>
<b>Address, City &amp; State</b>	<b>Job Title</b>
<b>Job Duties</b>	<b>Dates Employed</b>
	Full Time      Part Time
	<b>Supervisor's Name &amp; Phone</b>
<b>Reason for leaving:</b>	<b>Rate of Pay:</b> Beginning                      Ending

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**ADDITIONAL INFORMATION:** List the machine or equipment you can operate such as trucks, construction equipment and hand tools. List office equipment you can operate such as computer, copier, and GIS software.

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**REFERENCES**

Work or education related (e.g., former employers, supervisors, co-workers, school faculty).  
No relatives/significant others.

Name/Telephone/Address	Occupation	Nature of Relationship

**By signing below:**

- I understand and agree that I may be required to take a physical examination as a condition of hiring or continued employment. I agree to consent to take such test at such time as designated by the Village and to release the Village, its directors, officers, agents, or employees from any claim arising in connection with the use of such test(s).
- 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date