

Town of Burns
N6111 Hwy E
Bangor, Wisc. 54614

The Town of Burns is an Equal Opportunity Employer

Employment Application

Name _____

Social Security No. _____ - _____ - _____

Current Address _____
(Street) (City) (State) (Zip)

Previous Address _____
(Street) (City) (State) (Zip)

Current Telephone () _____ - _____ Alternate Telephone () _____ - _____

Position you are applying for _____ When you can start _____

Type of employment you are seeking Full-Time Part-Time Temporary, Until: _____

Total number of hours desired per week _____ Wage expected _____

Please check all of the days that you are available to work

- Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Please check all of the times that you are able to work

- Mornings Afternoons Evenings

Availability Exceptions _____

What prompted you to apply at the Town of Burns?

- Newspaper Ad Walk-In Posted Notice Employee Referral (name) _____

- Other, please specify _____

Skills And Qualifications:

List any machine and/or equipment you are qualified and experienced at operating:

Employment History

Provide a complete description of employment history for the past FIVE years. Start with your PRESENT employer. Be certain to include dates of service in the armed forces and any unemployed or self-employed periods. Attach an additional sheet if necessary.

Note: A resume does not substitute for completion of employment history. Only fully completed applications will be considered for employment openings.

Employer			Dates Employed		Job Duties/Responsibilities
			From	To	
Address					
Telephone Numbers(s)			Hourly Rate/Salary		
			Starting	Final	
Supervisor		Supervisor's Title			
Job Title			Employment Status		List any disciplinary actions, write-ups or reprimands
			Full Time	Part Time	
Reason for Leaving					
Total Days Late	Total Days Absent	Reference Checked By	How many days notice given before leaving?		

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Education

Name and Location

Did you graduate?

Course of Study

High School

College

Describe any extra-curricular activities, clubs, hobbies, etc.

General

Are you 18 years of age or older? Yes No

Do you have access to some reliable form of transportation? Yes No If yes, what type? _____

If employment is offered, can you submit verification of your legal right to work in the United States?

Yes No

Have you ever been convicted of a crime? Yes No

If yes, for what offense(s) have you been convicted, when and where?

The existence of a conviction record(s) does not constitute an automatic bar to employment. Your conviction record(s) will be considered only as it may substantially relate to the job for which you are applying.

Additional Information

In addition to your work history, list any job-related experiences, skills or qualifications you would like us to consider.

Personal References

List the names, addresses and telephone numbers of 2 personal references who are *not* related to you and are *not* previous supervisors.

Name and Address

Telephone number(s)

Relationship and Years Known

Name

Home

Address

Work

Name

Home

Address

Work

APPLICANT STATEMENT: DO NOT SIGN UNTIL YOU HAVE READ THE FOLLOWING APPLICANT STATEMENT.

I certify that all information I have provided in order to apply for and secure work with the Town of Burns is true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, dependent upon when it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby also authorize all persons, corporations, schools, companies and law enforcement agencies to release any information concerning my background to the Town of Burns.

I understand that if I am conditionally accepted for employment with the Town of Burns, that I may be required to take and pass a medically recognized drug screening test pursuant to state and federal drug and employment laws. I hereby give my consent, without duress, to allow the Town of Burns or its designated representative, to administer such a test and use its results in determining whether the Town of Burns will employ me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's supervisor.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, and fully understand and accept the terms of the foregoing Applicant Statement.

Applicant's Signature:

Date:
