

Village of Brownsville
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

MAIL RESUME WITH THIS APPLICATION TO:

Clerk/Treasurer
Village of Brownsville
P.O. Box 308
871 Main St.
Brownsville, WI 53006
920-583-4087 – Phone

INSTRUCTIONS:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference, which may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, or disability.

- You are not required to furnish any information, which is prohibited by federal, state, or local law.

TITLE OF POSITION YOU ARE APPLYING FOR: _____

Name: _____

Home Phone: _____

Current Address: _____

Are you legally eligible for employment in the United States? yes no

When will you be available for employment? _____

Email Address: _____

REFERENCES: References will only be contacted if you are a finalist for the position.

List five references that may be contacted, work or education related (e.g., former employers, supervisors, co-workers, school faculty). No relatives/significant others.

NAME/TELEPHONE/ADDRESS OCCUPATION RELATIONSHIP

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have questions regarding any of these statements, ask for help prior to initialing and signing the application. Your initials and signature verify that you have read, understand, and agree to abide by these statements.

Initial:

_____ I authorize any person contacted to provide the Village of Brownsville any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Brownsville to request employment records from my present and/or former employer(s). I release and hold harmless the Village of Brownsville, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Initial:

_____ I authorize the Village of Brownsville, its officers, agents and employees to conduct a background criminal check prior to making a decision regarding employment. I release and hold harmless the Village of Brownsville, their officers, agents and employees and the person(s) providing the information from any liability related to the performance or results of this check. I recognize that this information will be considered by the Village of Brownsville only if substantially related to the position applied for.

Initial:

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Brownsville reserves that right to terminate my employment at any time. I understand that no representative of the Village of Brownsville has the authority to make any assurances to the contrary.

Initial:

_____ I agree to use such personal protective equipment and devices as may be required by the Village of Brownsville and to comply with safety rules and requirements. In addition, I understand that the Village of Brownsville maintains a workplace free from drugs, harassment and violence.

Initial:

_____ I understand that nothing contained in this application, or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract.

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.

Notice – Wisconsin Open Records Law: Under section 19.36(7) of Wisconsin Statutes, the names of the “Final Candidates” must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to begin date, a “Final Candidate” can do so by making a separate request in writing.

The Village of Brownsville is committed to the equality of opportunity for all people. It is the policy of the Village of Brownsville to provide equal employment opportunities for all individuals on the basis of their skills, abilities, and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's signature: _____ Date: _____

GENERAL RELEASE

I, _____--authorize the Village of Brownsville to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills, and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by my former employers, supervisor, and coworkers. In addition, I consent to the release of any information about my education, experience abilities, or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that the city of Village of Brownsville might contact in the course of conducting a reference check or background investigation of my suitability for employment. I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with the Village of Brownsville. Specifically, I am authorizing the release of any information about my performance experience, capability, attitude, or other work-related characteristics that currently are in the possession of the following organizations or their managers or representatives.

In exchange for the Village of Brownsville consideration of my employment application, I agree not to file or pursue any complaints, claims, or legal actions of any kind against any organization or individual that provides work-related information about me to the Village of Brownsville or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims, or legal action against the Village of Brownsville or any of its employees, representatives, or against arising out of their efforts to obtain work-related information about me.

Signed

Date

REFERENCE INFORMATION RELEASE

I, _____ request and authorize the release of information from my record(s) in response to any requests for the same from the Village of Brownsville, which is considering me for employment. I understand that this release of information can involve records or assessments of my abilities, performance, attendance, productivity, attitude, conduct, and other work-related characteristics or issues. In exchange for the Village of Brownsville's consideration of my application for employment, I hereby agree not to file or pursue any complaints, claims, or legal actions against any organization or individual that provides work-related information about me to the Village of Brownsville or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints claims, or legal actions against the Village of Brownsville or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

Signed

Date