

# VILLAGE OF SPENCER EMPLOYMENT APPLICATION

105 S Park Street, P.O. Box 360  
Spencer, WI 54479

NAME \_\_\_\_\_  
Last First MI

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

DRIVER'S LICENSE \_\_\_\_\_

STATE ISSUED \_\_\_\_\_

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. [ ] Yes [ ] No

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? [ ] Yes [ ] No

If Yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

If selected for employment, are you willing to submit to a pre-employment drug screening test? [ ] Yes [ ] No

**EDUCATION AND TRAINING** List training and education achievements in order, with the most recent listed first.

Name & Address of School

Years attended and Degree Attained

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SKILLS** Please list any skills you have that are appropriate for the position you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you willing to work outside your regular schedule to attend meetings, etc.?  Yes  No

Position applying for, be specific:

\_\_\_\_\_

Salary Requirements: \$ \_\_\_\_\_

Date you can start: \_\_\_\_\_

State fully why you believe you are qualified for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY** Have you ever been in the Armed Forces?  Yes  No

List any military related training and/or experience that you feel will be beneficial to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past **FOUR** employers. If currently employed, may we contact your employer?  YES  NO

FULL NAME OF COMPANY	TELEPHONE #	SALARY BEGIN/END	EMPLOYED FROM/TO
STREET ADDRESS	CITY	STATE	ZIP
NAME & TITLE OF SUPERVISOR			REASON FOR LEAVING
TITLE OF YOUR POSITION			

LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_