

JOB APPLICATION

VILLAGE OF MINONG
123 5TH AVE, Minong, Wisconsin 54859
715-466-2322

VILLAGE OF MINONG is an equal opportunity, at will, employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the Village Office 715-466-2322.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____
Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: Deputy Clerk Treasurer

How did you hear about this position? _____
What days are you available for work? _____
If needed, are you available to work overtime? _____
On what date can you start working if you are hired? _____
Do you have reliable transportation to and from work? _____
Salary or hourly rate desired: _____

Personal Information

Have you ever applied to or worked for VILLAGE OF MINONG before? Yes No
If yes, when?

Do you have any friends, relatives, or acquaintances working for VILLAGE OF MINONG Yes No
If yes, state name & relationship:

Are you 18 years of age or older? Yes No
Are you a U.S. citizen or approved to work in the United States? Yes No
What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? Yes No
Do you have any condition which would require job accommodations? Yes No
If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

Job Skills/Qualifications/Certifications and Licenses

Skills, Qualifications, Certifications and Licenses

Please list below the skills, qualifications, certifications and licenses you possess for the position for which you are applying:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

(Note: VILLAGE OF MINONG complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military: (Skip to Previous Employment if not applicable)

Are you a member of the Armed Services?

What branch of the military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References

Please provide 3 professional references for this application.

Reference	Contact Information	Relationship to Applicant

The Information I have supplied on this application is true and correct to the best of my knowledge and ability.

Applicant Signature: _____ Dated: _____

VILLAGE OF MINONG

CONSENT TO BACKGROUND AND REFERENCE CHECK

Full Legal Name:	
Present Address:	
City/State/Zip:	
Social Security Number:	
Date of Birth:	
Phone Number:	
Email Address:	

I hereby authorize the Village of Minong and/or its agents to conduct a background investigation, including verification of references, character, past employment, and criminal history records.

This authorization is for the purpose of confirming the information in my application and determining my qualifications for employment. A copy of this authorization shall be considered as valid as the original.

I release any individual or entity from liability for providing information and understand that any false statements may result in rejection of my application or termination of employment.

Signature:	
Printed Name:	
Date:	

FOR OFFICE USE ONLY

Date Received:	
Processed By:	

Notes:

Please return this form by fax to the Village of Minong Clerk Treasurer's office at 715-466-4752

Janel Lee
Clerk-Treasurer
Village of Minong
Office: P-715-466-2322 / F-715-466-4752
Cell Phone: 715-939-0938
123 5th Ave Minong, WI 54859
janel@villageofminongwi.gov
www.villageofminong.org
Regular Office Hours: Mon-Thur 9:00 a.m. to 3:00 p.m. Friday's Closed.