

TOWN OF LIBERTY
APPLICATION FOR EMPLOYMENT

Name: _____ Date of application: _____
(Last) (First) (Middle)

Position applying for: _____ Date available to start: _____

Are you at least 18 years of age? Yes/No If no, provide date of birth: _____

Current Address: _____ Home Telephone: _____

_____ Cell Phone: _____

Email Address: _____

Are you related to any town employee or elected official? Yes No

If yes, give name(s): _____

Education: (a) Circle highest grade or year completed in school (other than college):

1 2 3 4 5 6 7 8 9 10 11 12

Do you have a high school diploma or a GED equivalency? Yes No

(b) Name and location of high school:

(c) Circle number of years in college or university: 1 2 3 4 5 6 7 8

(d) College or University attended: _____

Degree earned: _____

Describe any education or 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 for which you are applying**. Also include relevant licenses or certificates.

Have you ever been convicted of any crimes other than minor traffic violations? Yes No

If yes, please indicate what you have been convicted of, when and where. (Convictions are not an absolute bar of employment and will be considered only if there is a substantial relationship to the circumstances of this job)

If there were extenuating circumstances of which we should be aware, please state them:

List three (3) professional references:

(Name)	(Address)	(Phone)
(Name)	(Address)	(Phone)
(Name)	(Address)	(Phone)

List any organizations to which you belong or have belonged and any honors or awards you have received which you regard as **relevant to the job for which you are applying**:

Do you have a valid Wisconsin Driver's License: Yes No
Do you have a CDL: Yes No If Yes please list Class(es):

Provide a complete description of your work experience, starting with your most recent job. Including service in the armed forces. For part-time work, show the average hours per month. Indicate any changes in job title under the same employer as a separate position.

EMPLOYER #1	Dates Worked: From:	To:
Employer:		
Address:		
Phone:		
Title Held:		
Job Duties:		
Supervisor:		
Reason for Leaving:		

EMPLOYER #2	Dates Worked: From:	To:
Employer:		
Address:		
Phone:		
Title Held:		
Job Duties:		
Supervisor:		
Reason for Leaving:		

EMPLOYER #3

Dates Worked: From:

To:

Address:

Phone:

Title Held:

Job Duties:

Supervisor:

Reason for Leaving:

May we contact your present employer?

Yes

No

The above information is true and complete to the best of my knowledge. Any misrepresentation or false statement contained hereby may be considered cause for possible dismissal. The Town of Liberty has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment. I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me.

Dated this ____ of _____, _____

(Signature)

The Town of Liberty is an Equal Opportunity Employer and does not discriminate on the basis of disability status in access to or treatment of employment, or in its programs, services or abilities.

If accommodation is needed at any time during the hiring process, please notify the Clerk at (920) 758-3707.

Applications must be submitted November 12th, 2016

Submit applications to:

Town of Liberty
Bobbi Reedy, Clerk
10816 English Lake Road
Manitowoc, WI 54220
[Email: liberty@lakefield.net](mailto:liberty@lakefield.net)
Fax: (920) 758-3707

AUTHORIZATION AND ACKNOWLEDGMENT FOR EMPLOYMENT WITH THE
TOWN OF LIBERTY

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that the Town of Liberty shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give to the Town of Liberty any information requested by employment, character, experience and qualifications and/or suitability for employment with the Town of Liberty including a check of my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I further understand that I may be asked to undergo a physical examination following an offer of employment, which may include substance abuse screening, prior to an appointment to a position with the Town of Liberty. Refusal to participate will result in the rejection of my application.

Applicant's Signature

Applicant's Printed Name

Date

THE TOWN OF LIBERTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ACCESS TO OR TREATMENT OF EMPLOYMENT, OR IN ITS PROGRAMS, SERVICES OR ACTIVITIES.