

## Village of Monticello Employment Application

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

Village of Monticello  
P.O. Box 147  
Monticello, WI. 53570

Ph: 608-938-4383  
FX: 608-938-4352

PLEASE READ CAREFULLY AND COMPLETE ALL PAGES

DATE \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle
Maiden

Present address \_\_\_\_\_  

Number
Street
City
State
Zip

How long at present address \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Have you ever filed an application with us before?  No  Yes

Have you even been employed by us before?  No  Yes

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work

No Pref. \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

Can you work evenings?  No  Yes

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

On what date would you be available for work? \_\_\_\_\_

Do you have a High School Diploma, HSED or GED?  No  Yes

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. Or Trade School				
Professional School				

Have you ever been convicted of a crime other than a misdemeanor or summary offenses which have not been expunged by a court?  No  Yes If yes, please explain: (Use separate sheet.)

Have you ever been bonded?  No  Yes If yes, state name of employer and nature of work.

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\_\_\_\_\_

APPLICATION FOR EMPLOYMENT

Are you a U.S. citizen?  No  Yes

Are you over the age of 18?  No  Yes

Do you have access to a vehicle?  No  Yes (for some positions a vehicle is required)

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_  Regular  Commercial (CDL)  Chauffeur

Please list CDL endorsements:

DL expiration date \_\_\_\_\_

Have you had any motor vehicle accidents during the past three years?

How many? \_\_\_\_\_

Have you had any moving violations during the past three years?

How Many? \_\_\_\_\_

REFERENCES

Please list three references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

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**WORK EXPERIENCE**

**Work experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give trade name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List any specific jobs you held, duties performed, advancements or promotions during your employment at this company.

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May we contact your present employer?     Yes     No

Note: Attach a copy of your resume to this application.

## CERTIFICATIONS AND SKILLS

What pertinent certifications or professional designations do you currently possess?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Use this space to summarize general job related skills and qualifications acquired from previous employment that will be helpful to perform the job for which you are applying. Use additional sheets if necessary.

*Specialized Skills and Qualifications* – List any additional specialized skills, qualification or other pertinent information applying to your application or to your ability to perform the job for which you are applying. Use additional sheets if necessary.

*Information Technology and Office Equipment* – List proficiency skills with use of computers, auxiliary computer equipment (printers, scanners), operating systems, office productivity software, specialized accounting software and standard office equipment and any other specialized office equipment you believe pertinent to the job for which you are applying. Use additional sheets if necessary.

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**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

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I hereby certify that all the statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand that any misstatements or omissions of material fact will subject me to disqualification or, if hired, dismissal.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with the Village of Monticello creates an actual or implied contract of employment. I understand that, if I accept employment with the Village of Monticello, it will be on an at-will basis. This means that either the Village of Monticello or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by the Village of Monticello, as a condition of my employment. I release and hold harmless the Village of Monticello, agents and employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize the Village of Monticello, its officers, agents and employees to conduct a background criminal check, which may include but not be limited to a check with the Dept. of Transportation, credit bureaus, previous employers, any secondary school, college, university or other educational institution or any law enforcement agency prior to making a decision regarding employment. I release and hold harmless the Village of Monticello, their officers, agents and employees and the person(s) providing the information gathered from any liability related to the performance or result of the check.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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The Village of Monticello is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Village of Monticello depends solely on your qualifications.

In accordance with the Immigration Reform and Control Act of 1986, the Village will employ only those persons legally authorize work in the United States. Employment, if offered, is conditioned upon the individual's ability to establish verification of identity and authorization to work within three (3) business days of commencement of employment

Do you want this application for employment to be exempt from Wisconsin's public records law and public access denied to your identity as an applicant?  Yes  No (Note: Sec. 19.36(7), Wis. Stats. provides, however, that governmental units MUST provide public access to any record that reveals the identity of an applicant who is selected as a "final candidate" for any local public office.)

The Village of Monticello

140 N. Main Street

P.O. Box 147

Monticello, WI. 53570

Phone: 608-938-4383

E-mail: [joel.monticello@gmail.com](mailto:joel.monticello@gmail.com)

**FOR OFFICE USE ONLY**

HIRE DATE:

START DATE:

START BASE RATE:

PROBATIONARY END  
DATE: