

Town of Pleasant Springs Employment Application Form

Note: Applicants May Be Tested For Illegal Drugs

Application must include a cover letter and resume. Please Return Application and Cover letter to 2354 County Rd N, Stoughton, WI 53589-2873

Please Complete Pages 1-4. Date _____

Name _____
Last
First
Middle
Maiden

Present address _____
Number
Street
City
State
Zip

How long _____ Telephone (____) _____

Position applied for _____ and salary desired _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired: Full-Time Only Part-Time Only Full or Part Time

When available for work? _____

| Type of School | Name of School | Location (Complete Mailing Address) | Number of Years Completed | Major/ Degree |
|---------------------|----------------|--|------------------------------|------------------|
| High School | | | | |
| College | | | | |
| Bus./Trade School | | | | |
| Professional School | | | | |

Have you ever been convicted of a crime? No Yes
If yes, explain number of conviction(s), nature of offense(s) leading to convictions(s), how recently such offense(s) was/were committed, sentences(s) imposed, and type(s) of rehabilitation. _____

Do you have a Driver's License? Yes No
What is your means of transportation to work? _____
Driver's License Number _____ Expiration Date _____
State of Issue _____ Operator _____ Commercial (CDL) _____ Chauffeur _____
Have you had any accidents during the past three years? _____ How Many? _____
Have you had any moving violations during the past three years? _____
How many? _____

OFFICE ONLY

Typing Yes No _____ WPM
Personal Computer Yes No _____ PC _____ Mac
10-Key Yes No
Word Processing Yes No _____ WPM
Other Skills _____

Please list two references other than relatives or previous employers.

| | |
|------------------------|-----------------------|
| Name _____ | Name _____ |
| Position _____ | Position _____ |
| Company _____ | Company _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| Telephone (____) _____ | Telephone(____) _____ |

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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 firm name. Attach additional sheets if necessary.

Name of employer _____ Employment Dates _____ Pay/Salary
Address _____ From _____ Start _____
City, State, Zip _____ To _____ Final _____
Phone Number _____
Job Title _____ Name of last supervisor _____
Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____ Employment Dates _____ Pay/Salary
Address _____ From _____ Start _____
City, State, Zip _____ To _____ Final _____
Phone Number _____
Job Title _____ Name of last supervisor _____
Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____ Employment Dates Pay/Salary
Address _____ From _____ Start _____
City, State, Zip _____ To _____ Final _____
Phone Number _____
Job Title _____ Name of last supervisor _____
Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? ___ Yes ___ No

The above information is a true and correct statement.

Signature of Applicant

Date