

Village of Sussex

Email: info@villagesussex.org
N64W23760 Main Street, Sussex WI 53089
Phone 262-246-5200 Fax 262-246-5222

Application for Employment

APPLICANT INFORMATION

Name _____ Date _____
First Middle Last

Street _____ Apt. Number _____

City _____ State _____ Zip Code _____

Phone: Home _____ Cell _____ Email _____

Applying for the position(s) of: _____

Are you at least 18 years of age? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Will you be able to perform the essential job functions with or without reasonable accommodation? Yes No

EDUCATIONAL INFORMATION

	SCHOOL	YEARS ATTENDED	DIPLOMA OR DEGREE
ELEMENTARY			
HIGH SCHOOL			
COLLEGE			
OTHER			

CONVICTIONS / OFFENSES

List ALL convictions, including any pending and traffic offenses. *Misdemeanor, felony or traffic convictions/offenses do not necessarily exclude you from employment with the Village of Sussex.*

Do you have any misdemeanor or felony convictions pending? Yes No

Have you ever been convicted of a misdemeanor or felony offense? Yes No

CONVICTIONS	DATE

REFERENCES

List three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	YEARS AQUAINTED	PHONE

EMPLOYMENT

List three employers, starting with the most recent.

DATE – MO / YR	COMPANY NAME / CITY	SUPERVISOR	PHONE
From:			
To:			
From:			
To:			
From:			
To:			

List any *job* related credits, diplomas, degrees or certificates earned:

How did you become interested in the Village of Sussex?

- Friend
 Village Employee
 Newspaper
 Web Site
 Other _____

If I am hired into employment with the Village of Sussex, I agree to sign for and be held responsible for such articles of equipment and supplies as are listed and signed for on my equipment record and agree to care for this equipment to the best of my ability.

If for any reason my employment with the Village of Sussex is terminated, I agree to return in serviceable condition any and all such equipment as is listed and on my equipment record.

I agree to perform all reasonable duties and responsibilities of my job with the Village of Sussex, and will conduct myself in a professional manner at all times.

I will submit to a complete physical examination and drug and alcohol testing, as may be required, at the expense and clinic of choice, of the Village of Sussex.

I acknowledge that a full background check may be run through the Village and the Waukesha Sheriff's Department as relates to any police records and/or driving records.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to Village of Sussex rules and regulations, and I agree that my employment can be terminated, with or without cause, and with or without notice, at any time, at either my or the Village's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Village.

The Village of Sussex is an Equal Opportunity Employer. We do not discriminate in recruiting, interviewing, hiring, training, length of service, compensation, benefits, promotion, demotion, transfer, layoff, discipline, discharge or other terms conditions, or privileges of membership because of an individual's race, color, age, sex, religion, national origin, disability, sexual preference, or veteran or current military status. It is our policy to employ and promote those applicants who are best suited for the position and possess the necessary skills, education, experience and qualifications.

Signature of Applicant

Date of Application