

**Application for Employment**  
*An Equal Opportunity Employer*

VILLAGE OF TWIN LAKES  
108 E MAIN ST – PO BOX 1024  
TWIN LAKES WI 53181  
262-877-2858  
info@twinlakeswi.net

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**PERSONAL INFORMATION**

<b>FIRST NAME:</b>	<b>MIDDLE INITIAL:</b>	<b>LAST NAME:</b>	<b>DATE:</b>
<b>List all other names you have used including nicknames:</b>			
<b>SOCIAL SECURITY NUMBER:</b>		<b>BIRTHDATE (Optional):</b>	
<b>HOME ADDRESS:</b>			
<b>MAILING ADDRESS (if different from above):</b>		<b>EMAIL ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>			
<b>HOME PHONE:</b>		<b>DRIVER'S LICENSE NUMBER &amp; STATE:</b>	

**POSITION APPLYING FOR**

<b>POSITION:</b>	<b>DATE AVAILABLE:</b>
<b>REFERRED BY:</b>	
<b>ARE YOU EMPLOYED NOW?</b>	<b>MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?</b>
<b>IF RELATED TO ANYONE IN OUR ORGANIZATION – STATE NAME AND DEPARTMENT:</b>	
<b>HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH THE VILLAGE BEFORE?</b>	

**EDUCATION**

NAME OF SCHOOL	DATES ATTENDED	DEGREE, DIPLOMA, CREDIT EARNED

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MILITARY RECORD

Have you ever served in the Armed Forces?

No     Yes     Highest Rank attained: \_\_\_\_\_

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EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time should be accounted for. If unemployed for a period, indicate dates. If you wish to furnish any additional employment information, attach separately.

<u>NAME/ADDRESS OF EMPLOYER</u>	<u>DATES</u>	<u>POSITION</u>	<u>REASON FOR LEAVING</u>

REFERENCES

Give names of persons willing to provide professional and/or character references (not relatives or present employer):

NAME: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

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**GENERAL**

For questions A – C, attach separate sheet if needed.

**A. WHY HAVE YOU CHOSEN TO APPLY FOR THIS POSITION?**

**B. WHAT DO YOU EXPECT TO GET OUT OF YOUR POSSIBLE EMPLOYMENT WITH THE VILLAGE?**

**C. DO YOU HAVE A CAREER GOAL OR FUTURE WORK GOALS?**

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**COURT RECORD**

Have you been convicted of any felony? If so, please list date of conviction, name of court and nature of offense.

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In case of emergency, notify: \_\_\_\_\_ Telephone: \_\_\_\_\_

I authorize investigation of all statements contained in this application and understand that omission or misrepresentation of facts called for is a cause for dismissal. I understand that all appointments are probationary and that any appointment tendered me will be contingent upon the results of a character investigation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**THE VILLAGE OF TWIN LAKES IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE IN HIRING NOR DO WE DISCUSS AGE, SEX, MARITAL STATUS, RACE, ORIGIN, RELIGIOUS AFFILIATION, ANCESTRY, FAMILY PLANS, HEALTH/DISABILITIES, COLOR OR THE LIKE DURING THE INTERVIEW.**

**EACH APPLICANT IS EVALUATED SOLELY ON MERIT AND ASSESSED ON THE BASIS OF QUALIFICATIONS AND ABILITY.**

**EFFECTIVE 1/1/98, ALL NEW HIRES MUST BE REPORTED TO THE STATE OF WISCONSIN AS A REQUIREMENT OF THE NEW FEDERAL WELFARE BILL (1996) IN ORDER TO HELP THE STATE LOCATE NON-CUSTODIAL PARENTS WHO HAVE CHILD SUPPORT OBLIGATIONS SO AN INCOME WITHHOLDING ORDER CAN BE PLACED ON THEIR WAGES.**

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***DO NOT WRITE BELOW THIS LINE***

**INTERVIEW DATE:**



## AUTHORIZATION FOR RELEASE OF INFORMATION

*(For official use only, not to be released to unauthorized persons)*

I hereby empower an employee of the \_\_\_\_\_ Village of Twin Lakes \_\_\_\_\_  
*Employing Agency*

or other authorized representative thereof bearing this release to obtain information and records, within one year of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, State, or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining credit or employment data)
5. Credit rating bureaus or institutions
6. Any previous employer
7. Present employer
8. Any school, college, university, or other educational institution
9. Any law enforcement or jail officer

### Exceptions to this blanket authorization

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disabilities Act).
2. \_\_\_\_\_
3. \_\_\_\_\_

This release is executed to authorize \_\_\_\_\_ the Village of Twin Lakes \_\_\_\_\_  
*Employing Agency*

as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature (Full name including middle initial)*

\_\_\_\_\_  
*Driver License Number*

\_\_\_\_\_  
*Address (Street and Number)*

\_\_\_\_\_  
*Birth Date*

\_\_\_\_\_  
*City State Zip*

Witness: \_\_\_\_\_  
*Signature*

**2.69.010**

**Chapter 2.69**

**EMPLOYMENT PRACTICES**

**Sections:**

**2.69.010 Licenses and Certifications.**

**2.69.020 Background Investigations.**

**2.69.010 Licenses and Certifications.**

A. Applicants for a position requiring a license and/or certification must present valid proof of same prior to the first assigned starting date.

B. Persons operating a Village vehicle or equipment must possess an appropriate and valid operator's license and submit the license as proof. Those positions requiring a special certification by an agency of the State must submit proof of satisfactory completion, with certification to professionally practice in the State of Wisconsin. Updated proof of licensure and/or certification shall also be provided as requested.

C. Various other certifications may be requested as proof of completed education at a recognized institution or university. The Village reserves the right to obtain necessary information regarding academic achievement transcripts, education files, health records or prior employment records of any applicant. (Ord. 98-1-1 § 1 (part), 1998).

**2.69.020 Background Investigations.**

A. Every new employee of the Village shall have a routine background check made by the Police Department, and such report will be filed with personnel records maintained by the Village. This will be done before appointment. The personal background and criminal and/or civil action data (including driving record and Ordinance Violations) will be evaluated in relation to the applicant's perceived ability to perform the duties and responsibilities of the specific position applied for.

B. At its option, the Village may contact those employers and any references as shown on the employment application. All employment is subject to receipt of acceptable references. Applicants shall be checked for verification as to their employment and educational backgrounds. (Ord. 98-1-1 § 1 (part), 1998).