Village of Gilman

www.gilmanwi.com

380 E. Main Street, P.O. Box 157 Gilman, WI 54433 gilmanclerk@gmail.com
Phone (715) 447-8650 FAX (715) 447-8134

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____

_____
City *State* *ZIP Code*

Phone: ( ) _____ E-mail Address: _____

Date Available: _____ Social Security #: _____ Desired Salary: $ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If so, when? _____

Do you currently have a pending criminal charge against you or have you ever been convicted of a crime, either misdemeanor or felony?

YES ☐ NO ☐

A conviction or pending arrest will not constitute an automatic bar to employment and will be considered only if it relates to the position you are applying for.

Do you possess a valid WI Driver's License?

YES ☐ NO ☐

Do you possess a valid WI CDL?

YES ☐ NO ☐

Resumes are Mandatory – is your resume attached to this application?

Education

High School: _____ Address: _____

Did you graduate? YES ☐ NO ☐

College: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

LIST APPROPRIATE CERTIFICATES, REGISTRATIONS OR OCCUPATIONAL LICENSES:

	CLASS	NUMBER	EXPIRATION DATE
1)			
2)			

REFERENCES

If you Progress in the hiring process, you will need to provide three references at that time!

Previous Employment (Please list most recent first) Employment History for the Past 15 Years:

Company: _____ Phone: ( ) _____

City/State: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: ( ) _____

City/State: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: ( ) _____

City/State: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

PLEASE LIST SPECIAL SKILLS RELATED TO THE WORK FOR WHICH YOU ARE APPLYING:

_____

_____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize persons, organizations, schools, and previous employers named in this application and accompanying resume or other documents to provide relevant information to the Village of Gilman that it may require to make a decision regarding my application for employment.

Signature: _____ Date: _____

FOR PERSONNEL USE ONLY

Arrange Interview _____YES _____NO
Remarks:_____

_____

_____

Employed _____YES _____NO

Date of Employment_____

Job Title _____

Hourly Rate/Salary_____