

APPLICATION FOR EMPLOYMENT - TOWN OF DUNN

Important: The information presented on this form may be used as a basis for hiring decisions. Please answer all questions completely and accurately. You may attach a resume as a supplement to this application. The Town of Dunn is an Equal Opportunity Employer.

Title of position you are applying for:	Date of Application:	
First Name:	Last Name:	Middle Name:
Current street address:	City, State	Zip Code
Phone:	Alternate phone, if any:	Email:
Are you available for evening meetings a few times per month?	Is your availability limited by other employment or professional commitments that will continue in the future?	Are you available to be on call in the rare event of an emergency like a flood, tornado, hacking event or other disruption?
A background check is required for this position. Are you willing to authorize a background check if you are selected?		Are you a US citizen or do you have authorization to work in the US?

Education & Training – You may attach a resume in lieu of this section if it provides all of the information requested. You may also attach a resume as a supplement.

Name and location of School or Institution	Dates Attended	Credits Earned or Work completed	Field of Study and GPA	Degree Diploma or Certification Earned Month and Year completed
Name: Location:				Month Year
Name: Location:				Month Year
Name: Location:				Month Year

Other Training and Qualifications: You may attach a resume in lieu of this section. Describe any other education, training, honors, achievements, trade or professional licenses, professional memberships, or qualifications not covered previously.

Description	Dates	Comments

Office/Technical/Computer Skills: You may attach a resume in lieu of this section. Describe the extent of your technical knowledge, skill and interest to perform the type of work for which you are applying.

Description	Comments

APPLICATION FOR EMPLOYMENT - TOWN OF DUNN (continued)

Work Experience – This section is required. **Give a complete record of any employment, self employment, military service or volunteer experience you have had in the past 10 years.** You may include positions previous to the past 10 years if they are related to the position for which you are applying. Start with your present or most recent employer. **Complete all requested information.**

Present or most recent employer	Dates worked From: (month & year) To: (month & year) Full-Time ☐ or Part-Time ☐ Number of Hours _____ per _____	Position
Address of employer		Reason for leaving
Name and title of supervisor	Beginning pay \$ _____ per _____	Ending pay \$ _____ per _____
May we contact this current or previous employer?	If so, preferred contact information	
Description of duties, responsibilities, and any promotions or changes in job title. If this information is on your resume, you can omit the description.		
Prior employer	Dates worked From: (month & year) To: (month & year) Full-Time ☐ or Part-Time ☐ Number of Hours _____ per _____	Position
Address of employer		Reason for leaving
Name and title of supervisor	Beginning pay \$ _____ per _____	Ending pay \$ _____ per _____
May we contact this previous employer?	If so, preferred contact information	
Description of duties, responsibilities, and any promotions or changes in job title. If this information is on your resume, you can omit the description.		
Prior employer	Dates worked From: (month & year) To: (month & year) Full-Time ☐ or Part-Time ☐ Number of Hours _____ per _____	Position
Address of employer		Reason for leaving
Name and title of supervisor	Beginning pay \$ _____ per _____	Ending pay \$ _____ per _____
May we contact this previous employer?	If so, preferred contact information	
Description of duties, responsibilities, and any promotions or changes in job title. If this information is on your resume, you can omit the description.		

APPLICATION FOR EMPLOYMENT - TOWN OF DUNN (continued)

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Address of employer	Full-Time ☐ or Part-Time ☐ Number of Hours per	Reason for leaving
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May we contact this previous employer?	If so, preferred contact information	
Description of duties, responsibilities, and any promotions or changes in job title. If this information is on your resume, you can omit the description.		
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Professional References – List three professional references, the nature of your relationship with them, and preferred contact information

Have you been discharged for cause from any employment?	Check one ☐ Yes ☐ No
If you answered “Yes”, explain the circumstances.	

Record of Law Enforcement Convictions

List all violations of local ordinances, county ordinances, state or federal law in the past 10 years. Include traffic violations in the past 2 years and all convictions for driving under the influence of alcohol or illegal substances. Attach separate sheets for additional information. This information will be used to the extent it is relevant to the position for which you are applying.

Date	Municipal/County/State	Law Violated	Disposition: Bail forfeited, fined, etc.

Confidentiality of Application Information

The Town of Dunn regards application information including applicant names as confidential. However, Wisconsin law requires that if applicants have not requested that their applications information be held in confidence, and a person requests the release of such application information; this information, including the applicant’s name, must be released [Sections 19.36(7) and 19.42(7w), Stats.] This same law provides that the application information of those that become finalists may be released even if those applicants have requested that their application be held in confidence. Please check one of the statements below.

- ☐ I request that my application information, including my name, be held in confidence as provided under applicable State of Wisconsin Law. I understand that if selected as a finalist, my application information, including my name, will not be held in confidence.
- ☐ I do not request that my application information, including my name, be held in confidence.

Certification of Applicant – All applicants must make this certification.

I certify that all answers to the questions in this application are true, and I agree that any misstatements of material fact will disqualify my application for employment with the Town.

Signature: _____ Date _ _