



W249S8910 Center Drive • Big Bend, WI 53103 • 262-662-2039

# VILLAGE OF VERNON

*Wisconsin*

## VILLAGE OF VERNON PARK & RECREATION DEPARTMENT Coach, Referee and Concessions EMPLOYMENT APPLICATION

*[An Equal Opportunity Employer]*

**INSTRUCTIONS:** Please type or print **clearly** in **black** ink. Complete the following application as thoroughly as possible. Answer in detail, using additional paper if necessary. If a question is not applicable to you, answer **NONE**.

PERSONAL INFORMATION		
Position applying for:		
Name:		
Address:		
City	State:	Zip:
Phone:	Email:	
Have you ever been employed with the Village of Vernon?    Yes:                  No:		
If yes, when?		In what capacity?
When will you be able to begin work?		
Are you able to lift a minimum of 25 pounds?	Yes:	No:
EDUCATION INFORMATION		
Are you a high school graduate? Yes:          No:	Name of school:	
If no, have you passed a high school equivalency or GED test?    Yes:                  No:		
Name testing location:	Location of test:	

List any additional training or special skills, which are relevant to the position for which you are applying for.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**REFERENCES**

List three people whom are familiar with your work. If possible, give local references.  
Also, do not list people who are listed above as supervisors, minors or relatives.

**REFERENCE #1**

Name:

Address:

City:

State:

Zip:

Phone Number:

Position Title:

What is your relationship to this person?

How long have you known this person?

**REFERENCE #2**

Name:

Address:

City:

State:

Zip:

Phone Number:

Position Title:

What is your relationship to this person?

How long have you known this person?

**REFERENCE #3**

Name:

Address:

City:

State:

Zip:

Phone Number:

Position Title:

What is your relationship to this person?

How long have you known this person?

<b>EMPLOYMENT HISTORY</b> (List the most recent first)		
<b>Company/Employer Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone Number:</b>		<b>Position Title:</b>
<b>Name and Title of Supervisor:</b>		
<b>Starting Date:</b>		<b>Ending Date:</b>
<b>Starting Salary:</b>		<b>Ending Salary:</b>
<b>Primary Duties:</b>		
<b>Reason for Leaving:</b>		
<b>May we contact your current employer?</b>	<b>Yes:</b>	<b>No:</b>

***PLEASE READ BEFORE SIGNING***

I hereby give permission to the Village of Vernon and its employees to seek to verify the information stated on this application. I understand the Village of Vernon may contact others for verification and amplification of this information. I release the Village of Vernon and its employees and agents and all persons contacted from all liability or claims that may arise from such process, or from providing any information requested. I request and authorize former employers to release information they may possess regarding my employment with the Village of Vernon. I certify the statements made in this application are true to the best of my information and belief. I understand any misrepresentation may result in non-employment, or discharge. If employed, I agree to abide by all the work and safety rules of the Village of Vernon. I understand that Vernon is committed to maintaining a drug-free work place. I am aware that the Village of Vernon may require a drug test as a part of the hiring process. Also, if employed, I realize that the Village of Vernon conducts annual random drug testing of its employees and I agree to participate in such testing.

I hereby authorize the Village of Vernon's designated agents and representatives to conduct a comprehensive review of my background. I understand the criminal background investigation searches for any civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, and any other public records.

I read, understand and agree to the above statements.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_