



Village of Bayside

Application for Employment

The Village of Bayside is an Equal Opportunity Employer. We consider all qualified applicants for all available without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal employment laws or regulations.

PLEASE TYPE OR PRINT

☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Volunteer ☐ Temporary/Limited Term

TITLE OF POSITION YOU ARE APPLYING FOR:

DEPARTMENT:

Today's Date:

Name: (Last)

(First)

(M.I.)

Home/Cell Phone:

Current Address: (Street)

(Apt. #)

Business Phone:

(City)

(State) (Zip)

Permanent Address:

(Street) (If different from above)

(Apt. #)

(City)

(State) (Zip)

Email address:

The Village of Bayside shall prohibit employment of an individual if he/she would be directly supervising or receiving direct supervision from a family member. List any relatives employed by the Village of Bayside or serving as elected or appointed officials:

BACKGROUND INFORMATION

Please list all instances in which you were convicted for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment. Have you been convicted or have charges pending, as listed above?

Please check: ☐ Yes ☐ No

If yes, please explain below (you may attach another sheet if necessary). Approximate dates may be listed:

Date	Location	Charge	Court	Disposition

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the Village deems there is a bona fide occupational qualification inherent in the position, which requires this information prior to hiring.

For positions requiring driving only: Do you possess a valid Driver's License? Do you possess a valid CDL?	☐ Yes ☐ No ☐ Yes ☐ No
List any memberships in professional or technical associations:	
List any current license or registration as a member of a trade or profession:	
Are you a U.S. Citizen? ☐ Yes ☐ No Are you legally eligible for employment in the United States? ☐ Yes ☐ No	
Are you at least 18 years of age? ☐ Yes ☐ No Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.	
When will you be available for employment?	
Have you ever been employed by the Village of Bayside? ☐ Yes ☐ No If yes, when, in what position, and in what department?	
Are you currently employed? ☐ Yes ☐ No	

EDUCATION				
School Name and Location	Major	Degree	Credits Earned	GPA
Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools certifications and or certificate programs, police academy, in-service training. Please provide dates.				
Education or Training Name	Date	Degree	Credits Earned	GPA

EMPLOYMENT & EXPERIENCE

Please list your work experience beginning with your most recent job, including military service. Use additional sheets if necessary. You may attach a resume to further explain your qualifications.

Are you currently unemployed? ☐ No ☐ Yes, since:

List any time periods of past unemployed status:

Name of Employer: Address: Phone number:	Employment dates From. _____ To. _____	
	Supervisor Name	Hourly wage or salary Starting: _____ Ending. _____
	Job Title	
Reason for leaving (be specific):		
Duties performed, skills used or learned, advancements or promotions:		

Name of Employer: Address: Phone number:	Employment dates From. _____ To. _____	
	Supervisor Name	Hourly wage or salary Starting: _____ Ending. _____
	Job Title	
Reason for leaving (be specific):		
Duties performed, skills used or learned, advancements or promotions:		

Name of Employer: Address: Phone number:	Employment dates From. _____ To. _____	
	Supervisor Name	Hourly wage or salary Starting: _____ Ending. _____
	Job Title	
Reason for leaving (be specific):		
Duties performed, skills used or learned, advancements or promotions:		

OTHER EXPERIENCE				
(Include volunteer experience, internships, and/or jobs, not included in the employment section.)				
Company Name/Location	Title	Dates	Hourly wage or Salary	Full or Part Time
SPECIAL SKILLS AND OTHER QUALIFICATIONS				
Describe any specialized training, apprenticeship, skills and extra-curricular activities, which may have prepared you for this position:				
LEADERSHIP EXPERIENCE				
Describe any specialized leadership training or experience which may have prepared you for this position:				
REFERENCES				
Name/Address/Phone	Occupation	Relationship		
1.				
2.				
3.				
4.				
How did you learn about this position?				
☐ Village Website	☐ Indeed	☐ Other Online Posting:		
☐ League of Wisconsin Municipalities	☐ Other:			

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial: _____ I authorize any person contacted to provide the Village of Bayside any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Bayside to request employment records from my present and/or former employers(s). I release and hold harmless the Village of Bayside, their officers, agents and employees, and the person(s) providing the information from any liability related to providing the information.

Initial: _____ I understand that after receiving a conditional offer of employment, I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Bayside. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Bayside, and consent to the release of the test results to the Village of Bayside. I hereby release and hold harmless the Village of Bayside, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests

Initial: _____ I authorize the Village of Bayside, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Bayside, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Bayside only if it substantially relates to the position applied for.

Initial: _____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Bayside reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial: _____ I agree to use such personal protective equipment and devices as may be required by the Village of Bayside and to comply with safety rules and requirements. In addition, I understand that the Village of Bayside maintains a workplace free from drugs, harassment and violence.

Initial: _____ I understand that nothing contained in the application or any employee handbook, the granting of an interview or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Bayside has the authority to make any assurances to the contrary.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal. Incomplete applications will not be accepted.

Notice: Wisconsin Open Records Law: Under Section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate", they can do so by making a separate request in writing.

The Village of Bayside is committed to the equality of opportunity for all people. It is the policy of the Village of Bayside to provide equal employment opportunities for all individuals on the basis of their skills, abilities, and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or non-use of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's Signature

Date

To view current open positions and/or apply online visit the Village of Bayside at www.baysidewi.gov.