

APPLICATION FOR EMPLOYMENT

Village of Muscoda / Muscoda Public Library

It is the policy of the Village to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or neatly print your answers in ink.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Social Security #: _____ - _____ - _____ Are you 18 years of age? ☐ Yes ☐ No

If hired and under 18 you will be required to submit a Child Labor Work Permit.

Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: ☐ Yes ☐ No

If applicable, please list your visa type, visa # and expiration: _____

Do you have a conviction record of any type (traffic or non-traffic)? ☐ Yes ☐ No

If yes, explain in detail: _____

A conviction record includes, but is not limited to, information that you have been convicted of any felony, misdemeanor, or other offense, including convictions of any state, county, or local law or ordinance, or adjudicated delinquent, or placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.

Do you have a criminal charge pending at this time? ☐ Yes ☐ No

If yes, explain in detail: _____

Have you ever served in the U.S. Military? ☐ Yes ☐ No

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Were you less than honorably discharged? ☐ Yes ☐ No

If yes, explain in detail: _____

Special Honors: _____

EMPLOYMENT HISTORY

As part of our procedure for processing employment applications, personal and employment references may be contacted.

Present or Most Recent Employer

Employer: _____ Phone: _____
Your Position: _____ Wage/Salary: _____
Duties: _____
Dates of Employment: _____ to _____
Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title
Reasons for leaving: _____

Prior Employer

Employer: _____ Phone: _____
Your Position: _____ Wage/Salary: _____
Duties: _____
Dates of Employment: _____ to _____
Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title
Reasons for leaving: _____

Prior Employer

Employer: _____ Phone: _____
Your Position: _____ Wage/Salary: _____
Duties: _____
Dates of Employment: _____ to _____
Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title
Reasons for leaving: _____

EDUCATION

High School:

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____.

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards: _____

Post High School Education:

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

Post High School Education:

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

Post High School Education:

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

PERSONAL REFERENCES

Please list three personal references that are not related to you and are not listed as employers:

Name	Telephone	Occupation	Years known
Name	Telephone	Occupation	Years known
Name	Telephone	Occupation	Years known

POSITION INFORMATION

What hours are you willing to work? (check all that apply)

Full time ☐ Yes ☐ No / Part time ☐ Yes ☐ No / Temporary ☐ Yes ☐ No

Mornings ☐ Yes ☐ No / Evenings ☐ Yes ☐ No / Weekends ☐ Yes ☐ No

Are you willing to travel for the job? ☐ Yes ☐ No

Are you willing to take educational courses related to this position as recommended by the Library Director? ☐ Yes ☐ No

When would you be able to start? _____

Desired wage: _____ per hour

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? ☐ Yes ☐ No

Skills & Skill Level

Skill level with Win11 Operating System

None ☐ Basic ☐ Proficient ☐ Advanced ☐

Skill level with MS Word

None ☐ Basic ☐ Proficient ☐ Advanced ☐

Skill level with Email programs (Gmail, Outlook)

None ☐ Basic ☐ Proficient ☐ Advanced ☐

Skill level with Internet Search Engines

None ☐ Basic ☐ Proficient ☐ Advanced ☐

Skill level with Smart Devices (iPhone, iPad, Android, Smartboard)

None ☐ Basic ☐ Proficient ☐ Advanced ☐

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Please describe skills you have pertaining to Library work and Computer & Smart Device Technology:

Certifications:

List any current certifications pertinent to this position and attach a copy of each:

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. I understand that an incomplete application or a false statement shall be considered sufficient cause to reject the application. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal.

I hereby authorize the Village to investigate any of my prior educational and employment history, arrest or conviction records including adjudications as a juvenile. I also understand that a criminal background check may be performed and I may be required to comply with drug and alcohol testing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The documents provided will be used for the completion of Form I-9.

Furthermore, I understand that employment with the Village is "at will," which means that either the Village or I can terminate my employment for any reason not prohibited by State or Federal law.

Signature: _____ **Date** _____