

# Village of Cameron

## Application for Employment

Returned to: Village of Cameron  
300 North 1<sup>st</sup> St.  
Cameron, WI 54822  
Phone (715) 458-2117

We welcome you as an applicant to employment! The Village of Cameron is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, national origin, gender, age, marital status, public assistance status, veteran status, disability, or sexual orientation. Individuals are evaluated and selected on the basis of merit.

<b>Title of Position for which you are applying</b>	<b>Date of Application</b>
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<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
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<b>Date of Birth</b>	<b>Social Security number</b>
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<b>Home Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Home Phone</b>	<b>Work Phone</b>	<b>May we call you at work?</b>	
		<b>Yes</b>	<b>No</b>

**What type of employment are you seeking?**

<b>Full-Time</b>	<b>Temporary, Full-Time</b>	<b>Seasonal, Full-Time</b>
<b>Part-Time</b>	<b>Temporary, Part-Time</b>	<b>Seasonal, Part-Time</b>

Are you age 18 or older?      Yes    No

Are you authorized to work in the U.S. on an unrestricted basis?      Yes    No

May we contact your present employer?      Yes    No

Are you a member of U.S. Military or Naval service?      Yes    No

Rank: \_\_\_\_\_

Present Membership in National Guard or Reserves?      Yes    No

## Important Information about Completing Your Application

1. **Read the job description carefully so you understand the duties and requirements for the position for which you are making application.**
2. **Complete this Village of Cameron employment application form. You must submit a separate application for each job announcement.**
3. **Type or print clearly and give complete and accurate information. The information you provide on this application will be used to determine if you meet the minimum qualifications for this position. The information must be specific and complete and submitted on or before the last day for filing. If you need more space, attach additional pages to the application.**
4. **Complete all application areas. Do not mark your application “see résumé”. An incomplete application may reduce your opportunity for employment with the Village of Cameron.**
5. **Your complete application must be physically received by the Village of Cameron by the published closing date. We do not accept applications received after the closing date, even if they are postmarked by that date. The Village is not responsible for the failure of others including the U.S. Post Office, to forward applications to us before the deadline.**
6. **Employment History: Be specific and complete. List your present and most recent experience first. Include only job-related, paid experience. If you attach additional information sheets, include all the information requested on the job application.**
7. **If you have a disability or language difficulty that would prevent you from successfully completing the application form, please contact the Village of Cameron Clerk so that reasonable effort can be made to accommodate your needs.**
8. **Drug Testing: In accordance with the Village drug and alcohol testing policy, all individuals entering employment in the Village, are required to be tested for drug use. Some positions in the Village may also require preemployment physical examinations. All offers of employment will be conditionally offered based upon passing these tests.**
9. **Sign your applications**

## Employment History

Please give accurate, complete employment information. List your present or most recent experience first. Attach additional sheets if necessary. Do Not mark your application "see résumé" or your application will not be considered.

### Present Employer:

Employer: \_\_\_\_\_ Date of Employment  
Phone No. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Number and Types of Position You Supervised: \_\_\_\_\_

#### Major Responsibilities (be complete):

- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### First Previous Employer:

Employer: \_\_\_\_\_ Date of Employment  
Phone No. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Number and Types of Position You Supervised: \_\_\_\_\_

#### Major Responsibilities (be complete):

- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Second Previous Employer:

Employer: \_\_\_\_\_ Date of Employment  
Phone No. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Salary \$ \_\_\_\_\_  
Number and Types of Position You Supervised: \_\_\_\_\_

#### Major Responsibilities (be complete):

- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_
- ⊗ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Educational Information

Circle the highest grade completed:

Elementary  
1 2 3 4 5 6 7 8

High School  
9 10 11 12 GED

College  
13 14 15 16

Post Graduate  
16+ \_\_\_\_\_

Name of High School/Address: \_\_\_\_\_

Name and location of college, University, and or technical schools. \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Major/Minor/or study area: \_\_\_\_\_

Degree Received: \_\_\_\_\_

## Skills and Training

**To Be Completed by Applicant for Administrative, Professional, Fiscal, and Clerical Positions Only:**

Typing ability: Yes No Words per minute: \_\_\_\_\_

List specific office equipment and computer hardware/software with which you have training and experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**To Be Completed by Applicants for Labor/Maintenance/and Skilled Trade Positions Only:**

List Specific Equipment with which you have experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All Applicants Please Complete This Section:**

Do you have a valid driver's license? Yes No Class: \_\_\_\_\_

have you any moving violations in the last five (5) years? Yes No If "Yes" please explain:

\_\_\_\_\_

\_\_\_\_\_

**Certifications, Registration, or Occupational License**

Please list any current professional licenses, certifications or registrations held by you (indicate number and expiration date):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**References**

**List three (3) people who know you well, preferably from a work environment. Do not refer to any acquaintance or relative.**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Occupation</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**If applying for public works position, please complete the attached Public Works addendum.**

**Applicant's Statement:** I certify that all statements made on this application are true, complete and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from employment or, if I am hired, may result in dismissal. My signature authorizes the Village of Cameron to secure my driving record (if the position requires driving), transcripts from educational institutions, and information needed to complete a criminal background check. It also authorizes collection of any employment related information deemed necessary from current and former employers (including prior employer drug and alcohol testing results or refusal to be tested) and personal references. I understand that this application is not, and is not intended to be, a contract of employment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Please Include Résumé If Available With This Application.**

# Village of Cameron

## Public Works and Addendum to Employment Application

Applicants Name: \_\_\_\_\_

1. Do you have a high school diploma or GED: \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Do you have a Class B commercial driver's license: \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Describe your experience in wastewater, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
4. Describe your experience in drinking water plants and distribution systems, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe your experience in asphalt/concrete maintenance, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
6. Describe your experience in building/ground maintenance, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
7. Describe your experience in heavy equipment operation if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
8. Describe your supervisory experience, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
9. Describe your experience in general public works, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_
10. Describe your experience in electrical, if any. How many years? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_

**Be specific and complete, doing so will improve your chance for an interview.**