



**EMPLOYMENT
APPLICATION**
(PLEASE PRINT)

Mail completed application to
Sauk Prairie Recreation Department
730 Monroe Street, Sauk City, WI 53583
or Email to
sprec@saukprairieschools.org
Questions? Call 608-643-0520

Position(s) applying for _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work?

PERSONAL

Email _____

Name _____
Last First Middle

Present address _____ Telephone No. _____
Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes No Are you of the legal age to work? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Are you able to perform essential job functions? Yes No

If no, are you able to perform these essential job functions with reasonable accommodation? Yes No

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Weekly Start. Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Describe the work you did.								
Telephone: _____								
Name and Address of Company and Type of Business	From		To		Weekly Start. Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Describe the work you did.								
Telephone: _____								
Name and Address of Company and Type of Business	From		To		Weekly Start. Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Describe the work you did.								
Telephone: _____								

I hereby give permission to contact the employers listed above concerning my prior work experience

Signed _____

If there is a particular employer (s) you do not wish us to contact, please indicate which one (s). _____

Please describe any other previous experiences you've had with working with children or with community activities.

Have you ever been found guilty of or do you presently have pending any violations of law other than minor traffic violations? (In accordance with State law pending charges or convictions will not be used or considered unless they are substantially related to circumstances of the particular job.) Yes No

If yes, explain _____

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes No If yes, what Branch? _____

EDUCATION

Circle last year completed:

Describe any other training or education

Elementary School

5	6	7	8
1	2	3	4
1	2	3	4

High School

College

REFERENCES

Please list 2 people who can describe your qualifications

Name:	Phone Number	Relationship
Name:	Phone Number	Relationship

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

NOTICE OF NONDISCRIMINATION POLICY

The Sauk Prairie Recreation Department does not discriminate on the basis of any characteristic protected under State or Federal Law including, but not limited to, race color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, military status (as defined in 111.21, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristics protected by law in its employment practices. Equal employment opportunity is a legal, social and economic necessity for the department and for all employees. Retaliation is a form of discrimination, which is against the law and is expressly prohibited.