

# Town of Pleasant Springs Employment Application Form

*Note: Applicants May Be Tested For Illegal Drugs*

Application must include a cover letter and resume. Please Return Application and Cover letter to 2354 County Rd N, Stoughton, WI 53589-2873  
Please Complete Pages 1-4.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle
Maiden

Current address: \_\_\_\_\_  
Street
City
State
Zip

How long at address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Position applied for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Employment desired: Full-Time Only  Part-Time Only  Full or Part Time

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? Y  N

When available to start? \_\_\_\_\_ Can you work weekends? Y  N

	Name of School	Location	Graduated
High School			Yes <input type="radio"/> No <input type="radio"/>
College or Vocational	Name of School	Location	Degree / Major or Certification
			Graduated
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>
			Yes <input type="radio"/> No <input type="radio"/>

Have you ever been convicted of a crime? Yes  No   
If yes, explain number of conviction(s), nature of offense(s) leading to convictions(s), how recently such offense(s) was/were committed, sentences(s) imposed, and type(s) of rehabilitation.

Do you have a Driver's License? Yes  No   
What is your means of transportation to work? \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
State of Issue \_\_\_\_\_ Operator  Commercial (CDL)  Chauffeur   
Have you had any accidents during the past 3 years? Yes  No   
If yes, how many accidents? \_\_\_\_\_  
Have you had any moving violations during the past 3 years? Yes  No   
If yes, how many? \_\_\_\_\_

### OFFICE / COMPUTER SKILLS

Personal Computer: Yes  No  PC  Mac   
Word Processing: Yes  No  Spreadsheets: Yes  No   
Typing: Yes  No  WPS \_\_\_\_\_ 10-Key: Yes  No   
Other Skills:

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
City,St,Zip _____	City,St,Zip _____
Telephone (____) _____	Telephone (____) _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

## Work Experience

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name.

Name of employer \_\_\_\_\_ Employment Dates \_\_\_\_\_ Pay/Salary  
Address \_\_\_\_\_ From \_\_\_\_\_ Start \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ To \_\_\_\_\_ Final \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes  No

Name of employer \_\_\_\_\_ Employment Dates \_\_\_\_\_ Pay/Salary  
Address \_\_\_\_\_ From \_\_\_\_\_ Start \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ To \_\_\_\_\_ Final \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer \_\_\_\_\_ Employment Dates \_\_\_\_\_ Pay/Salary  
Address \_\_\_\_\_ From \_\_\_\_\_ Start \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ To \_\_\_\_\_ Final \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer \_\_\_\_\_ Employment Dates \_\_\_\_\_ Pay/Salary  
Address \_\_\_\_\_ From \_\_\_\_\_ Start \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ To \_\_\_\_\_ Final \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

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Phone Number (\_\_\_\_) \_\_\_\_\_  
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Address \_\_\_\_\_ From \_\_\_\_\_ Start \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ To \_\_\_\_\_ Final \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

The above information is a true and correct statement.

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

\_\_\_\_\_  
Date