



Village of Pleasant Prairie

Village Hall · The Roger Prange Municipal Building
Police · Fire & Rescue · RecPlex

The following information is requested to assist the Village of Pleasant Prairie with complying with government record keeping, reporting and other legal requirements. This is strictly voluntary and will be kept confidential. It will be kept separate from your Application for Employment. We request that you fill out this Equal Employment Opportunity Form.

EQUAL EMPLOYMENT OPPORTUNITY

Name: _____
(Last) (First) (Middle) (Maiden/Former)

Position Applying For: _____

Date of Birth: _____ Gender: Male Female

ETHNIC/RACE IDENTIFICATION

- Hispanic or Latino** – *All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race*
- White** (not Hispanic or Latino)
- Black or African American** (not Hispanic or Latino) – *All persons having origins in any of the African American racial groups*
- Native Hawaiian or Other Pacific Islander** (not Hispanic or Latino)
- Asian** (not Hispanic or Latino) – *All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.*
- American Indian or Alaska Native** (not Hispanic or Latino) – *All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.*
- Two or More Races**



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Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Phone: _____
City State ZIP Code

Position Applied for: _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal

For Office use Only:

- Are you a citizen of the United States? YES NO
- If no, are you authorized to work in the U.S.?
If yes, when? _____ YES NO
- Have you ever worked for the Village of Pleasant Prairie?
If yes, dates: _____ YES NO
- If under 18, will you be able to provide a work permit? YES NO
- Have you ever been convicted of a crime in the last seven (7) years?
If yes, explain: _____ YES NO

Conviction will not necessarily be a bar to employment, each instance and explanation will be considered in relation to the position for which you are applying.

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Military: _____ Rank at Discharge: _____
 From: _____ To: _____ Type of Discharge: _____
 If other than honorable, explain: _____

Previous Employment

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment Continue

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

References (List two (2) professional references)

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Disclaimer and Signature

I understand if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using information and all other persons, corporation or organizations for furnishing such information.

The employer does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurance must be in writing and signed by an authorized officer.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____



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AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby empower an employee of the Village of Pleasant Prairie or authorized representative bearing this release to, within one (1) year of its date, obtain information and records pertaining to me from any or all of the following sources:

- Municipal, State or Federal law enforcement agencies
- Selective Service System
- Any place of business (for purposes of obtaining credit or employment date)
- Credit rating bureaus or institutions maintaining individual credit rating files
- Any previous employer
- Any school, college, university or other educational institution

I hereby release any individual or institution, including its offices, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. This release is executed to authorize the Village of Pleasant Prairie as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

Exceptions to this blanket authorization:

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disability Act).
2. _____
3. _____

Social Security Number

Date

Driver's License Number

Valid CDL Endorsement: YES NO

Witness

Signature (full name)

Address (street & number)

City, State, Zip