

APPLICATION FOR EMPLOYMENT - TOWN OF DUNN (continued)

Other Training and Qualifications: Describe any other education, training, honors, achievements, trade or professional licenses, professional memberships, or qualifications not covered previously.

Description	Dates	Comments

Technical Skills: Describe the extent of your technical knowledge, skill and interest to perform the type of work for which you are applying.

Description	Comments

Office and Computer Skills: Describe the extent of your office and computer knowledge. List software and office machines you use.

Description	Comments

Work Experience – Give a complete record of any employment, self employment, military service or volunteer experience you have had in the past 10 years. You may include positions previous to the past 10 years if they are related to the position for which you are applying. Start with your present or most recent employer. **Complete all requested information.**

Present or most recent employer	Dates worked From: _____ To: _____ (month & year) (month & year)	Position
Address of employer	Full-Time or Part-Time Number of Hours _____ per _____	Reason for leaving
Name and title of supervisor	Beginning pay \$ _____ per _____	Ending pay \$ _____ per _____
Description of duties, responsibilities, and any promotions or changes in job title.		

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Previous Employer	Dates worked From: _____ To: _____ (month & year) (month & year)	Position
Address of employer	Full-Time or Part-Time Number of Hours _____ per _____	Reason for leaving
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References

May we obtain references from your current and previous employers?	Circle one Yes No
If you answered "No", name and explain any exceptions.	
Have you been discharged for cause from any employment?	Circle one Yes No
If you answered "Yes", explain the circumstances.	

Record of Law Enforcement Convictions

List all violations of City ordinances, County ordinances, State or Federal Law in the past 10 years. Include traffic violations in the past 3 years only if you have not listed them in a previous section. Attach separate sheets for additional information. This information will only be used if relevant to the position for which you are applying.

Date	Municipal/County/State	Law Violated	Disposition: Bail forfeited, fined, etc.

Confidentiality of Application Information

The Town of Dunn regards application information including applicant names as confidential. However, Wisconsin law requires that if applicants have not requested that their applications information be held in confidence, and a person requests the release of such application information; this information, including the applicant's name, must be released [Sections 19.36(7) and 19.42(7w), Stats.] This same law provides that the application information of those that become finalists may be released even if those applicants have requested that their application be held in confidence. Please check one of the statements below.

I request that my application information, including my name, be held in confidence as provided under applicable State of Wisconsin Law. I understand that if selected as a finalist, my application information, including my name, will not be held in confidence.

I do not request that my application information, including my name, be held in confidence.

Certification of Applicant – All applicants must make this certification.

I have read the job specifications provided with this application and in my opinion I meet the minimum requirements. I certify that all answers to the questions in this application are true, and I agree that any misstatements of material fact will cause forfeiture on my part of all rights to any employment with the Town.

Signature: _____ Date _____