

VILLAGE OF ALBANY
 CLERK/TREASURER
 206 North Water Street
 Albany, WI 53502-9430



PHONE: 608-862-3240
 FAX: 608-862-1539
 WEBSITE: albanywi.org
 EMAIL: villageclerk@albanywi.org

Please print or type all information and return to: VILLAGE OF ALBANY, 206 NORTH WATER ST., ALBANY, WI 53502

Last Name	First Name	Middle
Full Address		
Home Phone	Cell Phone	Driver's License #

Position Applied For: _____ Date of Application: _____

Are you at Least 18 Years of Age? _____ Date Available: _____

Do you have A Valid Driver's License? _____ CDL? _____

Have you ever been convicted of any violations of law other than minor traffic violations (The Village, as a matter of policy, does not use a conviction record unless it is substantially related to circumstances of the particular job)? _____

If yes, for what have you been convicted, when and where? _____

Are you a U.S. Citizen or do you have a legal right to work? _____

Are you willing to take a pre-employment physical and drug screen? _____

Is any member of your family employed by the Village of Albany? If yes, provide name, relationship and department employed. _____

EDUCATION AND TRAINING						
Do you have a High School Diploma?		Yes/No	OR	Name and Location of High School		
Do you have a GED Equivalency?		Yes/No				
Education Beyond High School (College, University or other schools you have attended)						
(Attach a separate sheet with additional relevant information)						
Name and Location	Dates Attended	Credits Earned	Major Field	GPA/Base	Degree & Year	
Please describe any specialized training you have which is not covered above, such as courses taken, in-service training, safety training, or volunteer work which you feel is relevant to the job for which you are applying. Also, include relevant license, certificates, or memberships in professional or technical associations. For office positions, please include your typing speed and list types of office and computer equipment you can operate. _____						

WORK EXPERIENCE

Please provide a complete description. This information will be used to determine if your application is accepted. Please start with your current or most recent job first. (Attach a separate sheet with additional relevant information.)

Employer	Telephone	Dates	
Address	Supervisor	From	To
	May We Contact	Yes/No	
Duties Performed	Hourly Rate/Salary		
	Starting	Final	
	\$	\$	
Position Title	Reason for Leaving		

Employer	Telephone	Dates	
Address	Supervisor	From	To
	May We Contact	Yes/No	
Duties Performed	Hourly Rate/Salary		
	Starting	Final	
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Position Title	Reason for Leaving		

PERSONAL / PROFESSIONAL REFERENCES (NON-RELATED)

Name	Address	Phone	Relationship

I certify that all answers to questions in this application are true, and I agree that any misstatements or omissions of material fact will cause forfeiture on my part of all rights to any employment with the Village of Albany. I authorize the investigation of my personal character or employment record, and I hereby release all persons providing this information from any liability or damages.

SIGNATURE

DATE

*Village of Albany
An Equal Opportunity Employer*