

VERNON COUNTY

Employment Application

Return completed application to hr@vernoncounty.org or Vernon County Personnel, 400 Courthouse Square Rm 102, Viroqua WI 54665



APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address								Apartment/Unit #			
City					State				ZIP		
Phone					E-mail Address						
Date Available							Desired Salary				
Position Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				

EDUCATION											
High School			Address								
			Did you graduate?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree				
College			Address								
From			To		Did you graduate?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree		
Other			Address								
From			To		Did you graduate?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree		

REFERENCES												
<i>Please list three professional references.</i>												
Full Name						Relationship						
Company						Phone						
Email												
Full Name						Relationship						
Company						Phone						
Email												
Full Name						Relationship						
Company						Phone						
Email												

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 <input type="checkbox"/>	NO <input type="checkbox"/>				
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 <input type="checkbox"/>	NO <input type="checkbox"/>				
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 <input type="checkbox"/>	NO <input type="checkbox"/>				

MILITARY SERVICE					
Branch				From	To
Rank at Discharge				Type of Discharge	
If other than honorable, explain					

AGENCY-WIDE QUESTIONS	
1. Completion of Application: I understand and acknowledge that I must fill out the application completely even if a resume is attached, that "see resume" should not be used for responses to questions contained in this application, and that a resume is not to be used as a substitute for completion of the application form and questions.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

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2. Work History: I understand and acknowledge that I am providing a complete list of all my full- and part-time employment for the past TEN YEARS FROM TODAY'S DATE, and that I have not omitted any jobs in my work history. I understand that I should include any work experience beyond ten years if it is reasonably related to the position for which I am applying. I understand that I am to include military service, if any, in my ten-year work history.

YES ☐

NO ☐

3. Did you graduate High School or have you obtained a G.E.D.? If yes, please be sure to include this in the education section of your application. Do not include dates of High School.

YES ☐

NO ☐

4. How long have you lived at your current address?

5. If your answer to Question 4 was under 10 years, list your previous address and how long you lived there.

6. Have you been employed by Vernon County before?

YES ☐

NO ☐

7. If you answered yes to Question 6, please provide the date, department and under what name you were employed.

8. Are you currently employed?

YES ☐

NO ☐

9. What date are you available for work?

10. Are you at least 18 years of age?

YES ☐

NO ☐

11. Are you currently a member of any reserve?

YES ☐

NO ☐

12. Do you have any relatives working for Vernon County or on the County Board of Supervisors?

YES ☐

NO ☐

13. If you answered yes to Question 12, please give name, relationship and department.

14. Where did you first hear about this job opportunity?

☐ Vernon County Website

☐ Facebook

☐ Indeed

☐ Other _____

15. Vernon County has zero tolerance for use or possession of illegal drugs. The policy also covers drug use or alcohol intoxication of any amount while on the job, and smelling of alcohol while on the job. I consent/agree to pre-employment drug and alcohol testing, reasonable suspicion drug and alcohol testing of my breath, urine and blood during my employment. I understand that a positive test may void my application. I understand that after hire a positive test or policy violation may result in discipline up to and including discharge.

YES ☐

NO ☐

16. Public Records Notice: Wisconsin Statutes require application materials to be open records unless you request confidentiality. If you check yes below, your application materials will be kept confidential, however, the law requires your information to be public record if you become a finalist unless you withdraw your application. You will be notified before your application is made public.

YES ☐

NO ☐

AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH VERNON COUNTY

I certify that answers herein are true and complete; furthermore, I understand that misrepresentation or omission of facts in this application or during an interview(s) will be cause for cancellation of consideration for employment or dismissal if employed. I certify that any resume or additional information attached is true and complete and that any misrepresentation or omission of facts on these documents will be cause for cancellation of consideration for employment or dismissal if employed.

I authorize an inquiry to be made on the information contained in this application, and I understand for some positions this may include a thorough background investigation. Upon written request, the nature and scope of this inquiry will be made available to me. Former employers named herein are authorized to give information regarding me. They are hereby released from all liability for furnishing such information to Vernon County.

I understand that employment is contingent upon a favorable evaluation and/or results of any pre-employment requirements necessary to perform the position applied for. This may include a health evaluation form, medical examination, alcohol and controlled substance testing, skills testing, aptitude testing, verification of employment or other assessment determined necessary.

This application for employment shall be considered active for the period of time the position applied for is vacant. Any applicant wishing to be considered for employment beyond this time period should reapply.

In addition a copy of this authorization is a valid as the original and should be recognized as such.

NOTICE TO APPLICANTS: The authorization below may be photocopied and sent to previous employers for the purpose of obtaining information regarding previous employment.

IF YOU BECOME A FINALIST FOR THE POSITION, YOUR IDENTITY MAY BE DISCLOSED AS REQUIRED BY LAW.

NOTICE TO APPLICANTS Wisconsin Statutes, Sections 19.36 (7), allows the identity of an applicant to remain confidential if the applicant requests in writing that the county not provide access to this information. If you choose not to have this information become a public record, you must make such a request in writing to the Personnel Department.

Signature		Date	
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APPLICANT DATA RECORD (PLEASE PRINT)

As employers/government contractors, we comply with government regulations and affirmative action responsibilities. Solely, to help us comply with government record keeping, reporting and other legal requirements, please fill out the Data Record. This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. Government agencies require periodic reports on the gender, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information in this section is optional.

Position(s) Applied For

Date

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Check one:

☐ Male☐ Female

Check one of the following:

☐ White (not Hispanic)☐ Black (not Hispanic)☐ Hispanic☐ Asian or Pacific Islander☐ American Indian or Alaskan Native

Check if any of the following are applicable:

☐ Disabled Veteran☐ Handicapped Individual☐ Vietnam Era Veteran