

All applications must be **signed** and returned to the County Clerk's office by the deadline specified in the job notice.  Applications may be returned by mail or fax. Applications will be accepted electronically if signed, scanned and sent in Word, jpeg or gif format.



## GREEN LAKE COUNTY EMPLOYMENT APPLICATION

(Please Print)

POSITION APPLIED FOR

DATE OF APPLICATION

### PERSONAL DATA

Last name

First name

Middle name

Address

City

State

Zip Code

Telephone Number

Alternate Number

E-mail address: \_\_\_\_\_

- |    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| 1) | HAVE YOU BEEN KNOWN BY ANY OTHER NAME?<br>(If so, please indicate)                               | YES                      | NO                       |
|    | _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) | IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE<br>REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) | HAVE YOU EVER BEEN EMPLOYED WITH US BEFORE?<br>(if yes, give date)                               | <input type="checkbox"/> | <input type="checkbox"/> |
|    | _____  |                          |                          |
| 4) | HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?<br>(If yes, give date)                        | <input type="checkbox"/> | <input type="checkbox"/> |
|    | _____  |                          |                          |

- |     |  | YES                      | NO                       |
|-----|--|--------------------------|--------------------------|
| 5)  | ARE YOU CURRENTLY EMPLOYED?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6)  | MAY WE CONTACT YOUR EMPLOYER?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7)  | ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?<br><small>(Proof of citizenship or immigration status will be required upon employment)</small>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8)  | HAVE YOU EVER HAD ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY?<br><small>(If yes, please explain)</small>   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | _____  |                          |                          |
|     | _____  |                          |                          |
| 9)  | DO YOU HAVE ANY LIMITATIONS WHICH WOULD REQUIRE SPECIAL ACCOMMODATIONS FOR YOU TO PERFORM THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB FOR WHICH YOU ARE APPLYING? <small>(If yes, please explain)</small>  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | _____  |                          |                          |
|     | _____  |                          |                          |
| 10) | HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST SEVEN YEARS? <small>(Conviction will not necessarily disqualify an applicant from employment)</small>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) | DO YOU HAVE ANY CRIMINAL CHARGES PENDING, OTHER THAN MINOR TRAFFIC VIOLATIONS, WHICH RELATE TO THE JOB FOR WHICH YOU ARE APPLYING? <small>(Pending criminal charges are not an automatic bar to employment. Each case is considered on its merits. If yes, please explain)</small> | <input type="checkbox"/> | <input type="checkbox"/> |
|     | _____  |                          |                          |
|     | _____  |                          |                          |
| 12) | DO YOU HAVE THE SPECIAL LICENSES REQUIRED FOR THIS POSITION?   | <input type="checkbox"/> | <input type="checkbox"/> |

*SEE JOB DESCRIPTION FOR ANY LICENSES REQUIRED.*

## EMPLOYMENT RECORD

(Including military experience, if job related. List employment beginning with present or last job)

<b>Company</b>	<b>Special Duties</b>
Name	
<b>Address</b>	
City <span style="float: right;">State</span>	Zip <span style="float: right;">Phone (     )</span>
<b>Job Title</b>	<b>Reason for leaving</b>
<b>Supervisor</b>	
<b>Dates Employed: From (Mo/Yr/to Mo/Yr)</b>	
<b>Salary Starting \$</b>	
<b>Ending \$</b>	
<b>Company</b>	<b>Specific Duties</b>
Name	
<b>Address</b>	
City <span style="float: right;">State</span>	Zip <span style="float: right;">Phone (     )</span>
<b>Job Title</b>	<b>Reason for leaving</b>
<b>Supervisor</b>	
<b>Dates Employed: From (Mo/Yr to Mo/Yr)</b>	
<b>Salary Starting \$</b>	
<b>Ending \$</b>	
<b>Company</b>	<b>Specific Duties</b>
Name	
<b>Address</b>	
City <span style="float: right;">State</span>	zip <span style="float: right;">Phone (     )</span>
<b>Job Title</b>	<b>Reason for leaving</b>
<b>Supervisor</b>	
<b>Dates Employed: From (Mo/Yr to Mo/Yr)</b>	
<b>Salary starting \$</b>	
<b>Ending \$</b>	

### SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience

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**LIST EDUCATION, LICENSES, CERTIFICATES AND DEGREES RELATED TO THE POSITION SOUGHT**

INSTITUTIONS ATTENDED	CURRICULUM	DEGREES, CERTIFICATES EARNED

**AUTHORIZATION & ACKNOWLEDGEMENT FOR EMPLOYMENT WITH GREEN LAKE COUNTY**

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that Green Lake County shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give to Green Lake County any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with Green Lake County including a check of my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

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

I further understand that I must undergo a physical examination, including substance abuse screening, prior to an appointment to a position with Green Lake County. Refusal to participate will result in the rejection of my application.

Applicant's Signature **Signature must be on submitted application**

Date

GREEN LAKE COUNTY PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL QUALIFIED EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO MEMBERSHIP IN A PROTECTED CLASSIFICATION.

**PLEASE RETURN APPLICATION TO:**

**GREEN LAKE COUNTY CLERK                      PHONE 920-294-4005**  
**571 COUNTY ROAD A. PO BOX 3188        FAX     920-294-4009**  
**GREEN LAKE WI 54941-3188            Email: jobs@co.green-lake.wi.us**

# GREEN LAKE COUNTY

## Affirmative Action Data Collection Self-Declaration

The following information is requested to meet requirements for state and federal reporting. The data collected will be used for this purpose only. Submission of this data is **voluntary**. Responses remain strictly confidential and are filed separately from your application record. Green Lake County is an Equal Employment/Affirmative Action Employer and does not discriminate on the basis of sex, race, religion, color, national origin, age, physical condition or other protected status.

**Race/Ethnic Group:** (Please check the appropriate category)

White    Black    Hispanic    Asian or Pacific Islander    American Indian or Alaskan Native

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**Veteran Status:**

Have you been a member of the armed forces?      Yes  No

Vietnam Veteran's Era?      Yes  No

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**Gender:**  Female    Male

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Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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How did you learn of this position? Please check one.

- Newspaper
  - Employee of the County
  - Walk-in
  - Employment Agency
  - Internet
  - Green Lake County Website
  - Other
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**GREEN LAKE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**