

APPLICATION FOR EMPLOYMENT

COUNTY OF MANITOWOC

1110 South 9th Street

Manitowoc, WI 54220

Phone: (920) 683-4060 ** TTY: (920) 683-5168

E-mail Address: personnel@co.manitowoc.wi.us Website: www.manitowoc-county.com

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TO APPLICANT: We appreciate your interest in employment with Manitowoc County and we assure you that we are interested in your qualifications. A clear understanding of your education and work history will aid us in placing you in the position that best meets your qualifications and may assist us in future upgrading. Manitowoc County does not discriminate on the basis of race, color, religion, national origin, sex, age, marital or veteran status, the presence of a disability, or any other legally protected status.

(Please Print Legibly!)

Name in Full (Last, First, Middle):	
Street Address:	
City/State/Zip:	
Phone Number (including area code):	
Is additional information about a name change or the use of an assumed name, maiden name, or nickname necessary to check on your work/school record? If so, please provide the necessary information:	

Position(s) applied for:	Date available to begin work:
Date of application:	Days/hours available:
Salary Requirements:	<input type="checkbox"/> Full time <input type="checkbox"/> On call <input type="checkbox"/> Part time <input type="checkbox"/> Summer Employment
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Referral source:
Have you been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when?	Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when?
List any relatives working for Manitowoc County and indicate relationship:	
<input type="checkbox"/> This position is subject to Manitowoc County's residency requirement, if you are not a current resident of Manitowoc County would you be willing to relocate? _____ Please reference residency requirement on page 4. (If this section is not checked, this position is not subject to the County's residency requirement.)	
What is your current work telephone number?	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed of visa or immigration status? (Proof of citizenship or immigration status will be required upon employment) <input type="checkbox"/> Yes <input type="checkbox"/> No	

RECORD OF EDUCATION

School	Name of School City, State	Major/Minor OR Course of Study	Check Last Year Completed				Did you Graduate	List Diploma or Degree	YR
			1	2	3	4			
High School			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or Vocational			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate/ Other (Specify)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate/ Other (Specify)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Describe any education or training you have had which is not covered on the prior page such as correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. (Be specific):	
Achievements, activities, awards:	
List any secondary languages you are fluent in, including American sign Language, and indicate if willing to serve as an interpreter.	
List any licenses you currently hold that are required to perform the position you are seeking (please supply a copy of licenses and/or professional certifications with your completed application)	

NOTE: This application form itself must be fully completed. Indicating "see resume" in blanks does not constitute a completed application and may result in disqualification. Resumes may be submitted in addition to the fully completed application.

EMPLOYMENT HISTORY (List all present and past employment, beginning with most recent)	
Employer:	Dates of (Mo/Yr) (Mo/Yr) Employment: From To
Location: (City/State)	Your title:
Nature of Business:	Name & Title of Supervisor:
Beginning salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr Ending salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr	Work Telephone:
Reason for leaving (or looking to leave) employment:	
Job responsibilities:	

Employer:	Dates of (Mo/Yr) (Mo/Yr) Employment: From To
Location: (City/State)	Your title:
Nature of Business:	Name & Title of Supervisor:
Beginning salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr Ending salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr	Work Telephone:
Reason for leaving (or looking to leave) employment:	
Job responsibilities:	

Employer:	Dates of (Mo/Yr) (Mo/Yr) Employment: From To
Location: (City/State)	Your title:
Nature of Business:	Name & Title of Supervisor:
Beginning salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr Ending salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr	Work Telephone:
Reason for leaving (or looking to leave) employment:	
Job responsibilities:	

Employer:	Dates of Employment: From (Mo/Yr) To (Mo/Yr)
Location: (City/State)	Your title:
Nature of Business:	Name & Title of Supervisor:
Beginning salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr	Work Telephone:
Ending salary \$ _____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr	
Reason for leaving (or looking to leave) employment:	
Job responsibilities:	

Please add a supplementary sheet to explain any gaps in employment or if space is needed for any additional employers or other pertinent information.

May we contact your present employer? Yes No

<p align="center">APPLICANT: Read this introduction carefully before answering any question in this blocked-off area.</p> <p>Federal, state, and local laws prohibit discrimination in employment practices because of age; ancestry; arrest record; color; conviction record; creed; disability; marital status; membership in the national guard; state defense force, or any other reserve component of the military forces of the United States or of this state; national origin; race; religion; sex; sexual orientation; the use or nonuse of lawful products off of the employer's premises during nonworking hours; veteran status; and such other factors as may be provided by law.</p> <p><u>ONLY ANSWER QUESTIONS CONTAINED IN THIS BLOCKED OFF AREA THAT HAVE A CHECK BEFORE THE QUESTION</u>, thereby indicating that the requested information is needed to comply with national security laws, to verify a bona fide occupational qualification, for reasons of business necessity, or for other legally permissible reasons.</p> <p><input type="checkbox"/> Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, on what jobs? _____</p> <p><input type="checkbox"/> For positions requiring driving only - Do you have a valid operator license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Please list the types of license(s) and endorsements that are currently issued to you. _____</p>
--

Current Typing Speed (WPM): _____	Date of last typing test: _____
-----------------------------------	---------------------------------

Do you have computer software experience? Yes No
If yes, check the software you have experience with and the level of experience:

- MS Word** **Corel Word Perfect**
- Fundamental - Create and insert text in a document; format text; send and save file; manage and organize documents.
 - Intermediate - Format/proof document; insert charts and Clip Art; create mail merges; create labels by merging an address book
 - Advanced - Advanced text editing; manage documents in a workgroup; insert table of contents/cross-references in a document.
- MS Excel**
- Fundamental – Create/save a new workbook; add worksheets; enter data in single/multiple cells; use formulas and functions; change fonts and data formats.
 - Intermediate – Format/print data; make worksheet calculations by using formulas and functions; manipulate data in a worksheet; add and modify charts and graphics to a worksheet.
 - Advanced – Create/use templates; retrieve, sort and manipulate data from a list; create/modify shared workbook; analyze data
- MS Access**
- Fundamental - Identify the basic features; create and maintain tables; work with data
 - Intermediate - Maintain tables; manage data; create and modify forms; create and modify report formats.
 - Advanced - Create and refine queries; create, forms in Design view; create and enhance reports; secure and enhance database.
- PowerPoint**
- Fundamental - Open an existing presentation; create a presentation; modify slides; prepare for delivering presentation
 - Advanced - Create ad modify charts and tables; import data from other sources; broadcast presentation on the Web
- Other (Please list software type and duties performed with specific software):**

UNITED STATES MILITARY INFORMATION			
Were you in the U.S. Armed Forces	Yes	No	If yes, when?
Dates of service From:	To:	Branch of Service:	
Type of Discharge:			
Description of duties including special training received, if relevant to job qualifications:			

REFERENCES (Please list those familiar with your work history or educational background. Do not include relatives.)		
Name /Address	Phone Number	Occupation or Title
1.		
2.		
3.		

PLEASE READ CAREFULLY BEFORE SIGNING

I authorize Manitowoc County to investigate the truthfulness of my application and to contact schools, employers, references, and other persons to obtain information from them. I hereby release all such schools, employers, references, and other persons from liability for any information provided in response to such inquiries. I understand that any information obtained by Manitowoc County from such schools, employers, references, and other persons is confidential and will not be released to me under any circumstances or in any form whatsoever.

This authorization is valid from the date it is signed for a period of one year, unless I become employed by Manitowoc County, in which case it shall be valid from the date of signing until one year after my employment with Manitowoc County ends. A copy of this authorization is as valid as an original.

I understand that I may be asked to undergo a physical examination, including substance abuse screening, prior to an appointment to a position with Manitowoc County and that my application will be rejected if I refuse to participate in any such examination.

I certify that the answers given by me in this application are true and correct and without omission of any kind. I understand that any false, incorrect, or misleading statement, answer, or omission made by me in this application may render this application void. If I become employed by Manitowoc County and it is subsequently discovered that any statement, answer, or omission made by me in this application is false, incorrect, incomplete, or misleading, I may be terminated and Manitowoc County will not be liable in any respect for the termination of my employment because of any false, incorrect, incomplete, or misleading statement, answer, or omission made by me in this application.

I understand that neither this application nor any other Manitowoc County documents are individual contracts of employment. I understand that if hired, I may voluntarily leave employment upon proper notice. I further understand that I may be terminated by the employer at any time and for any reason. I understand that any oral written statements to the contrary are expressly disavowed and I have not and will not rely on such statements.

If I am a person with a disability and need accommodation at any time during the recruitment, hiring, or employment process, I understand that it is my responsibility to inform Manitowoc County of my need and to cooperate with Manitowoc County in identifying such reasonable accommodations as may be necessary.

MANITOWOC COUNTY RESIDENCY REQUIREMENT

I understand that, if noted on page one of this application, County policy requires I must establish residency in Manitowoc County within six (6) months after the completion of my probationary period. Furthermore, I understand that I am to keep my supervisor informed and to advise the County Personnel Office in writing of all changes of residency. I understand that my employment will be terminated and my name dropped from the County payroll if I move outside the County limits.

Applicant's signature: _____ Date: _____

AFFIRMATIVE ACTION IDENTIFICATION FORM

Federal, state and local governments require that employers maintain records on various factors pertaining to applications for employment. In order to comply with these requirements, we request that you provide the information requested below. The information is for record keeping purposes only and will not in any way affect any employment decision. This information will not be shared with those individuals involved in the interview process. This questionnaire will be kept separately from your application.

Date:

Position(s) applied for:

Department(s):

Age: _____

Sex: Male Female

Race: Ethnic group (Please mark only one.)

- American Indian/Native American (including Alaskan Natives)
 Asian/Oriental (including Pacific Islanders)
 Black/African American
 Hispanic/Latin American (including persons of Mexican, Puerto Rican, Cuban, Spanish origin or culture)
 White Caucasian
 Other

Veteran status: Non-Veteran Vietnam-era Veteran Other

Are you a disabled Veteran?

No Yes If yes, what is your VA disability rating? _____

Do you have any limitations that would preclude or hinder you from performing the essential functions/duties of the job for which you are applying?

No Yes

Referred by:

- Employee Newspaper JobNet Radio Ad Employment Agency
 Manitowoc County Web Site Other (Please identify): _____

In conformity with applicable federal, state, and local laws, Manitowoc County is an Equal Opportunity Employer and does not discriminate on the basis of age; ancestry; arrest record; color; conviction record; creed; handicap; marital status; membership in the national guard; state defense force; or any other reserve component of the military forces of the United States or of this state; national origin; race; religion; sex; sexual orientation; the use or nonuse of lawful products off of the employer's premises during nonworking hours; veteran status; or any other legally protected status.
