



PORTAGE COUNTY EMPLOYMENT APPLICATION

PORTAGE COUNTY HUMAN RESOURCES
 Courthouse Annex • 1462 Strongs Avenue • Stevens Point, WI 54481
 715-346-1327 • FAX: 715-343-6226 • E-Mail: human.resources@co.portage.wi.us

Equal Opportunity
 Affirmative Action
 Employer

TYPE OR PRINT IN BLUE OR BLACK INK. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 Application must be completed to be considered for employment. Any omissions may be cause for immediate disqualification.
 Certain positions will require completion of a caregiver background disclosure form.

Portage County does not allow immediate family members to supervise other family members in their work environment. You may be asked during a job interview whether you have any relative who would be supervising you if you were offered the position for which you are applying.

Position applying for:

Last Name:		First:		M.I.
Street Address:		City:	State:	Zip:
Home Phone:	Work Phone:		May we call you at work? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Have you ever been employed by Portage County? YES NO
 If YES, date(s): _____ Position(s): _____ Department(s): _____

Are you 18 years of age or older? YES NO
 Are you a U.S. citizen or able to provide proof of eligibility to work? YES NO

EDUCATION

Did not complete high school or GED
 One year vocational diploma
 Bachelor's degree
 Received high school diploma or GED
 Two year associate degree
 Graduate college degree

	Name and Location (City, State)	Currently Attending?	Degree, Diploma, or Certificate Earned & Field of Study	Rank or GPA
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO		
Technical or Vocational School		<input type="checkbox"/> YES <input type="checkbox"/> NO		
College/University		<input type="checkbox"/> YES <input type="checkbox"/> NO		
Graduate School		<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other		<input type="checkbox"/> YES <input type="checkbox"/> NO		

List specialized training, current professional certifications and volunteer work relevant to the position:

Are you interested in: Full-Time Part-Time Shift Work Temporary On what date would you be able to start work? _____

Are you able to perform all the essential functions/duties of the job you are applying for? YES NO
 (Refer to Job Description to learn more about these functions and duties.)
 If NO, identify which essential functions you could perform with reasonable accommodations:

SPECIAL SKILLS OR QUALIFICATIONS

The following information must be provided if you are applying for a position requiring typing ability or computer skills

Typing Speed WPM:	Computer programs you are familiar with (e.g.: internet, desktop publishing) and other computer skills you possess:
Transcription? <input type="checkbox"/> YES <input type="checkbox"/> NO	

DRIVING RECORD

The following must be provided for positions requiring a driver's license.

	License Number	State	Expiration Date	Endorsements
Driver's License:				
Commercial Driver's License:				
Years of Driving Experience:	Types of Vehicles Driven:			
Do you have access to an insured vehicle? (For some positions a vehicle is required.)				<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you been involved in any accidents in the last three (3) years? YES NO

If YES, how many? _____. Describe below:

Date (Month/Year)	Brief Description of Each Accident (Indicate if these accidents resulted in any deaths or personal injuries.)

Have you ever had a driver's license suspended, withdrawn or denied? YES NO

If YES, explain:

Do you have any convictions for traffic violations in the last three (3) years? YES NO

If YES, describe below:

Date (Month/Year)	Describe Violations Other Than Parking Tickets

ARREST/CONVICTION RECORD

The information obtained below will be considered only if the position applied for has particular security requirements or if the employer feels there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

Have you been convicted of a felony in the last seven (7) years? YES NO

Conviction will not necessarily disqualify an applicant from employment

If YES, explain:

Do you have any criminal charges pending other than minor traffic violations? YES NO

Pending charges are not an automatic bar to employment; each case is considered on its own merits

If YES, explain:

PROFESSIONAL REFERENCES

Name and Occupation	Address	Phone

WORK EXPERIENCE

The information required below is needed to aid us in determining your qualifications for the position and must be as complete as possible for you to receive the maximum consideration. List your present and past full-time and part-time employment as well as relevant volunteer experience, self-employment, and military service. Give special attention to experience relating to the job for which you are applying. You need not go back beyond 10 years unless you feel prior experience is reasonably related to the position for which you are applying. Use additional sheets if necessary. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

NOTE: You may attach a brief resume to further explain your qualifications; however, indicating **“SEE RESUME”** in the **Work Experience** section does not constitute a complete application and may result in immediate disqualification even when this information is provided in a resume or in other application materials.

Current or Most Recent Employer:			Phone:		
Street Address:		City:		State:	Zip:
If we contacted your present employer, would your position be endangered? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Dates Employed: (Month/Year) From:			To:		
Starting Wage:		Present or Ending Wage:			
Number of Employees You Supervise(d):		Hours Worked Each Week:			
Title of this Position:		Name and Title of Supervisor:			
Primary Duties:					
Reason for Leaving or Considering Change:					

Previous Employer:			Phone:		
Street Address:		City:		State:	Zip:
Dates Employed: (Month/Year) From:					To:
Starting Wage:		Ending Wage:			
Number of Employees you Supervised:		Hours Worked Each Week:			
Title of this Position:		Name and Title of Supervisor:			
Primary Duties:					
Reason for Leaving:					

Previous Employer:			Phone:		
Street Address:		City:		State:	Zip:
Dates Employed: (Month/Year) From:					To:
Starting Wage:		Ending Wage:			
Number of Employees you Supervised:		Hours Worked Each Week:			
Title of this Position:		Name and Title of Supervisor:			
Primary Duties:					
Reason for Leaving:					

AFFIRMATIVE ACTION INFORMATION

To assist us in measuring the progress of our affirmative action program as established by the County Board of Supervisors, please provide the following information. This information is voluntary and will be kept confidential and separate from your application materials. Applicants will receive consideration without discrimination because of race, religion, marital status, lawful source of income, sexual preference, color, sex, age, national origin, disability, arrest record or conviction record which is not job-related.

Position applied for: _____ Date: _____

AFFIRMATIVE ACTION INFORMATION: (Check all that Apply)

GENDER

- Male
- Female

AGE GROUP

- Under 18
- 18-39
- 40 and over

OTHER

- Disabled
- Veteran

ETHNIC BACKGROUND

- African American
- Alaskan Native
- Asian
- Hispanic
- Native American
- Other
- Pacific Islander
- White

JOB ANNOUNCEMENT POSITIONING INFORMATION:

WHERE DID YOU LEARN OF THIS POSITION? (Check all that Apply)

- Portage County Job Hotline
- Portage County Website (www.co.portage.wi.us)
- JobNet / Wisconsin Job Service
- Newspaper (please specify): _____
- Internet (please specify): _____
- Recruiting bulletin located at: _____
- Employee
- Friend
- Relative
- Other: _____

WHERE ELSE ARE YOU LOOKING FOR JOB ANNOUNCEMENTS?

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