



County of Grant
State of Wisconsin

Application for Employment

THIS FACILITY
MAY DO
DRUG TESTING

Position Applying For _____

Date of Application _____

The following information is requested in order to help us make the best possible placement with Grant County. All portions of this application pertaining to you must be completed. Grant County does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, disability, sexual orientation or any other characteristic protected by law.

PERSONAL DATA:

Name _____
Last First Initial

Home phone () _____

Address _____
Street/PO Box

Other phone () _____

Email address _____

City State Zip Code

- Are you 18 years or older? Yes No
- Are you legally eligible for employment in the United States? Yes No
- Do you have a valid Driver's License? Yes No
- Do you have a CDL (if required)? Yes No
- Have you ever been convicted of a crime other than minor traffic violations?
(A criminal record will be considered only as it relates to the job applied for.) Yes No

If yes, please explain:

Are you related to any employee of Grant County? Yes No

If yes, please list his/her name and your relationship.

Have you worked for a WRS (Wisconsin Retirement System) participant in the past? Yes No

EDUCATION AND TRAINING:

School	Name and Location	(Optional) Dates Attended From: To:	Course of Study and Degree	Graduated
High School/GED		_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
College or University		_____ MO YR MO YR		<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School		_____ MO YR MO YR		<input type="checkbox"/> Yes <input type="checkbox"/> No
Business, Trade, Vocational or Other		_____ MO YR MO YR		<input type="checkbox"/> Yes <input type="checkbox"/> No

List Additional Skills Acquired:

EMPLOYMENT RECORD:

Please complete by beginning with last or current employer, then next to last, etc.

If currently employed, may we contact that employer? Yes No

Employer	Phone	Dates of Employment From _____ To _____	
Address	Salary (Optional)	Hours/Week	Supervisor
Reason for Leaving	Job Title		
Description/Duties			

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Address	Salary (Optional)	Hours/Week	Supervisor
Reason for Leaving	Job Title		
Description/Duties			

(Use a separate sheet for additional employers.)

MILITARY SERVICE RECORD:

Have you ever been in the armed forces? Yes No

If yes, what branch? _____

Dates of duty: From _____ To _____

Rank at Discharge: _____

What were your duties in the service (include special training and duty station)?

REFERENCES:

List persons who are familiar with your qualifications and background. (No relatives)

	Name	Address/Phone	Business or Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

SUMMARY

Please summarize any special skills or qualification you have acquired that will support your application for this position.

PLEASE READ THE PARAGRAPHS BELOW BEFORE SIGNING:

CERTIFICATE OF APPLICANT: I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal. I understand that employment with Grant County is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at anytime with or without cause.

I authorize all Persons, Schools, Companies, Corporations, Municipalities, Agencies, or other Organizations to give to Grant County any information requested concerning my employment, character, experience, and qualifications and/or suitability for employment with Grant County, including a check of my fingerprints, motor vehicle record and criminal 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 agree to release all parties from all claims under any laws, including civil rights information. I agree to release all parties from all claims under any laws, including civil rights laws, arising from providing and receiving such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

I understand that Grant County is committed to maintain a drug-free workplace. Grant County may require a drug test as a part of the hiring process. Grant County may conduct post-accident, reasonable suspicion, periodic and/or random drug or alcohol testing to its employees.

Signature of Applicant _____ Date _____

OPTIONAL:

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant _____ Date _____

Submit completed application to:

Grant County Personnel Department
111 S. Jefferson St.
PO Box 529
Lancaster, WI 53813

Phone: (608)723-2540

Fax: (608)723-4595

Email: employment@co.grant.wi.gov

If submitting your application materials via US Mail, please make sure you have enough postage as to not cause delay in processing.

How did you hear about this employment opportunity?

- Facebook (www.facebook.com/GrantCountyEmploymentOpportunities)
- Shopping News
- Other Newspaper: _____
- Grant County Website (www.co.grant.wi.gov www.co.grant.wi.gov/docs_by_cat_type.asp?doccatid=111&locid=147)
- Orchard Manor Website (www.omanor.com)
- Job Center of Wisconsin Website (www.jobcenterofwisconsin.com)
- School
- Posting or email at my place of employment
- Friend / Relative
- Other: _____

APPLICANT DATA RECORD

Grant County is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, creed, religion, sex, national origin, age, marital status, sexual orientation, military status, any non-job-related disability or medical condition, or any other basis prohibited by federal, state , or local law. No question on this form is intended to secure information to be used for such discrimination.

As an employer taking affirmative action to ensure equal employment opportunity, and to help comply with governmental record-keeping requirements, we would like to ask your cooperation in completing this form. However, **COMPLETION OF THIS FORM IS STRICTLY VOLUNTARY** and will not be considered as a disqualifying factor for employment. This information will be kept in a confidential file, **SEPARATE FROM YOUR APPLICATION FOR EMPLOYMENT**, and is for statistical purposes only.

Name: _____ Date _____

Position Applied For: _____

PERSONAL TRAITS:

- Sex: Male Female
- Marital Status: Single Married
- Race/Ethnic White African American American Indian/Alaskan Native
 Hispanic Asian Native Hawaiian/Pacific Islander
 Other
- Are you over 40? Yes No

Disability: The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities (such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, thinking or working), has a record of such an impairment, or who is regarded as having such an impairment.”

Based on this definition, are you an individual with a disability? Yes No

Thank you for completing the above voluntary information. You may return this with your application and we will place it in a separate file, or you may mail it separate from your application to:

*Grant County Personnel Office
111 South Jefferson Street - PO Box 529 - Lancaster, WI 53813*