

RUSK COUNTY APPLICATION FOR EMPLOYMENT

NOTE: All application must be returned to the County Clerk's office

Rusk County appreciates your interest in our organization and assures you that we are sincerely interested in your qualifications. It is the policy of Rusk County to extend its employment opportunities to qualified persons on a non-discriminatory basis.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, creed, age, marital or military status, disability, or any other legally protected status.

RUSK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

(Please print)

POSITION APPLIED FOR:

DATE OF APPLICATION:

PERSONAL DATA:

Last Name

First Name

Middle Name

Address

City

State

Zip

Telephone Number

Alternate Number

Email Address

1. Have you been known by any other name? If so, please indicate:

2. If you are under the age of 18, can you provide required proof of your eligibility to work?
 Yes No N/A
3. Have you ever filed an application with us before? Yes No
 If yes, give date: _____
4. Have you ever been employed with us before? Yes No
 If yes, give date: _____
5. Are you currently employed? Yes No
6. May we contact your present employer? Yes No
7. Do you have a legal right to work in the country? Yes No
 (All new hires will be required to provide documentation establishing identity and legal right to work in the United States)

8 (a). Have you been convicted of a crime, felony, or misdemeanor, other than minor traffic violations? Yes No If yes, please give a brief description:

(b). Do you have any criminal charges pending, other than minor traffic violations? Yes No If yes, please explain:

Conviction of crime or an arrest is not an automatic bar to employment. Rusk County will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying for.

***NOTE: RESIDENCY MAY BE REQUIRED**

9. Rusk County does not allow immediate family members to supervise another family member in the work environment.

Are you related to anyone currently employed by Rusk County?
 Yes No If yes, please specify:

Name	Relationship	Position
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10. Other comments:

WE DO NOT IN ALL CASES NOTIFY UNSUCCESSFUL APPLICANTS.

***Note: Rusk County does not retain applications longer than one (1) year.**

*** Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service; contact the Rusk County Clerk’s Office, 311 Miner Avenue East, Suite C150, Ladysmith, WI 54848 or 715-532-2100.**

EDUCATION

SCHOOL ATTENDED	CURRICULUM POST SECONDARY	DEGREE EARNED

EMPLOYMENT RECORD

***NOTE: This section must be fully completed even if you submit a resume**

List at least 3 years of job history. Use separate page for additional space.

(INCLUDE MILITARY EXPERIENCE IF JOB RELATED. LIST EMPLOYMENT BEGINNING WITH PRESENT JOB.)

COMPANY: ADDRESS:	SPECIFIC DUTIES:
CITY: _____ STATE _____ ZIP _____ TELEPHONE: _____	
JOB TITLE:	
SUPERVISOR:	DATES EMPLOYED FROM:
REASON FOR LEAVING:	SALARY: STARTING \$ _____ ENDING \$ _____

COMPANY: ADDRESS:	SPECIFIC DUTIES:
CITY: _____ STATE _____ ZIP _____ TELEPHONE: _____	
JOB TITLE:	
SUPERVISOR:	DATES EMPLOYED FROM:
REASON FOR LEAVING:	SALARY: STARTING \$ _____ ENDING \$ _____

COMPANY: ADDRESS:	SPECIFIC DUTIES:
CITY: _____ STATE _____ ZIP _____ TELEPHONE: _____	
JOB TITLE:	
SUPERVISOR:	DATES EMPLOYED FROM:
REASON FOR LEAVING:	SALARY: STARTING \$ _____ ENDING \$ _____

As an employee have you ever been discharged or asked to resign? Yes No
 If yes, please explain:

REFERENCES

List persons we may contact who are NOT related to you and have definite knowledge of your qualifications for the position for which you are applying.

_____ Name	_____ Name
_____ Address	_____ Address
_____ City, State and Zip	_____ City, State and Zip
_____ Area Code and Phone Number	_____ Area Code and Phone Number
_____ Name	_____ Name
_____ Address	_____ Address
_____ City, State and Zip	_____ City, State and Zip
_____ Area Code and Phone Number	_____ Area Code and Phone Number

SPECIAL SKILLS AND QUALIFICATIONS

Use this space to summarize special job relate skills and qualifications acquired from employment or other experience:

ACKNOWLEDGMENT
for
EMPLOYMENT WITH RUSK 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 Rusk 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 further understand that I may be asked to undergo a psychological and/or physical examination, including substance abuse screening, and fingerprinting if necessary prior to an appointment to a position with Rusk County. Refusal to participate will result in the rejection of my application.

In consideration of my employment, I agree to conform to the rules and regulations of Rusk County, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the County or myself. I understand that no County official, other than the full County Board or Ad Hoc Hiring Committee, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature

Date

Rusk County is an Equal Opportunity Employer

SECTION 2

TO: ALL JOB APPLICANTS

ADDITIONAL EMPLOYEE INFORMATION

Rusk County is an Equal Opportunity Employer, in order to comply with Federal and State information reporting requirements; you are requested to complete the information below.

NOTE: This information is kept separate from your employment application and is used for information reporting only. Failure to disclose the following information will have no effect on hiring decisions.

NAME: _____ DATE: _____
Last First MI

POSITION APPLIED FOR: _____ DEPT: _____

Date of Birth: _____
Month Day Year

Racial/Ethnic identification: Check the box that most accurately describes your gender and racial/ethnic identity. (Select only one.) Please note that, if necessary, verification must be provided.

Gender: _____Male _____Female

White, not of Hispanic origin – Includes persons of Indo-European Decent, including Pakistan and East Indian.

African American or Black, Includes persons of African Descent as well as those identified as Jamaican, Trinidadian and West Indian.

Hispanic – Includes persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish Descent.

Asian or Pacific Islander – Includes persons of Japanese, Chinese, Korean, Filipino Descent or the Pacific Islands.

American Indian or Alaskan Native – Includes person who identify themselves, or are known as such, by virtue of tribal association.

Other – Includes Aleuts, Eskimos, Malaysians, Thais and others not covered by specific categories above.