



**EMPLOYMENT HISTORY FOR PAST 10 YEARS. In addition, you may choose to include positions that indicate pertinent experience gained prior to past 10 years. List most recent employer first.**

<b>PRESENT &amp; FORMER EMPLOYERS</b> Complete ALL Requested Information	
COMPANY NAME PHONE (    )	JOB TITLE & DUTIES
ADDRESS	
CITY, STATE, ZIP	DATES OF EMPLOYMENT      From _____ To _____
SUPERVISOR	REASON FOR LEAVING
NAME WHEN EMPLOYED, IF DIFFERENT FROM PRESENT	DID YOU LEAVE VOLUNTARILY?    Yes <input type="checkbox"/> No <input type="checkbox"/>
	HOURLY RATE                      Start _____ Last _____ AVERAGE NUMBER OF HRS/WEEK WORKED
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPANY NAME PHONE (    )	JOB TITLE & DUTIES
ADDRESS	
CITY, STATE, ZIP	DATES OF EMPLOYMENT      From _____ To _____
SUPERVISOR	REASON FOR LEAVING
NAME WHEN EMPLOYED, IF DIFFERENT FROM PRESENT	DID YOU LEAVE VOLUNTARILY?    Yes <input type="checkbox"/> No <input type="checkbox"/>
	HOURLY RATE                      Start _____ Last _____ AVERAGE NUMBER OF HRS/WEEK WORKED
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPANY NAME PHONE (    )	JOB TITLE & DUTIES
ADDRESS	
CITY, STATE, ZIP	DATES OF EMPLOYMENT      From _____ To _____
SUPERVISOR	REASON FOR LEAVING
NAME WHEN EMPLOYED, IF DIFFERENT FROM PRESENT	DID YOU LEAVE VOLUNTARILY?    Yes <input type="checkbox"/> No <input type="checkbox"/>
	HOURLY RATE                      Start _____ Last _____ AVERAGE NUMBER OF HRS/WEEK WORKED
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY (cont'd):**

COMPANY NAME PHONE (    )	JOB TITLE & DUTIES
ADDRESS	DATES OF EMPLOYMENT      From _____ To _____
CITY, STATE, ZIP	REASON FOR LEAVING
SUPERVISOR	DID YOU LEAVE VOLUNTARILY?    Yes <input type="checkbox"/> No <input type="checkbox"/>
NAME WHEN EMPLOYED, IF DIFFERENT FROM PRESENT	HOURLY RATE                      Start _____ Last _____ AVERAGE NUMBER OF HRS/WEEK WORKED
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPANY NAME PHONE (    )	JOB TITLE & DUTIES
ADDRESS	DATES OF EMPLOYMENT      From _____ To _____
CITY, STATE, ZIP	REASON FOR LEAVING
SUPERVISOR	DID YOU LEAVE VOLUNTARILY?    Yes <input type="checkbox"/> No <input type="checkbox"/>
NAME WHEN EMPLOYED, IF DIFFERENT FROM PRESENT	HOURLY RATE                      Start _____ Last _____ AVERAGE NUMBER OF HRS/WEEK WORKED
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please account for any time you were not employed after leaving school in the **past ten years** (you need not list any unemployment periods of one month or less).

<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**IF YOU WERE UNABLE TO LIST ALL PAST JOBS OR PERIODS OF UNEMPLOYMENT ON THIS FORM, PLEASE ATTACH ADDITIONAL INFORMATION ON A BLANK SHEET OF PAPER.**

**EDUCATIONAL DATA:**

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION (City & State)	DID YOU GRADUATE? YES OR NO	IDENTIFY SPECIFIC DEGREE/DIPLOMA/ CERTIFICATE RECEIVED	MAJOR COURSE OF STUDY
HIGH SCHOOL			DO NOT ANSWER	DO NOT ANSWER
VOCATIONAL, TECHNICAL, BUSINESS, OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
ADDITIONAL JOB-RELATED SEMINARS, SHORT COURSES, OR OTHER EDUCATIONAL EXPERIENCES:				

**OTHER RELEVANT INFORMATION**

Some people gain job-related experience in positions other than as an employee. **Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job for which you have applied, and have not been listed previously in this application.** (You may omit any activities, honors, memberships, or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose).

Are you proficient in:

Sign Language	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reading Braille	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A Foreign Language	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If **yes**, please identify the language(s) you are proficient in:

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**SPECIAL QUESTIONS:**

A. Do you have a valid driver's license?  Yes  No

B. Do you have all the licenses and professional certifications listed in the job announcement, job advertisement, or job description for the job you are applying for? Please attach copies of all licenses/certifications required for this job to your application.  Yes  No

**Office Experience and Skills** – Please make sure you fill in all categories.

Typing Speed	_____ WPM	10 Key Calculator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Data Entry	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electronic Spreadsheet	<input type="checkbox"/> Yes <input type="checkbox"/> No
Switchboard	<input type="checkbox"/> Yes <input type="checkbox"/> No	Postage Machine	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fax	<input type="checkbox"/> Yes <input type="checkbox"/> No	Money Handling	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photocopier	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accounts Payable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dictaphone	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accounts Receivable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Filing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Basic Accounting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Word Processor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Shorthand/Speedwriting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience with Public	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Check all PC applications you are proficient in using:

- Word
- Excel
- Access
- Power Point
- Lotus Notes
- FrontPage
- Internet Search Engines
- WordPerfect
- Quattro
- Outlook
- Other: Please list

**NAME:** \_\_\_\_\_  
(please sign your name)

**DATE:** \_\_\_\_\_

**REQUIRED INFORMATION SUPPLEMENT**  
**CONVICTION RECORD INFORMATION**

**IMPORTANT: PLEASE READ ENTIRE DOCUMENT BEFORE COMPLETING**

Employment may be refused to any individual who has been convicted of a felony, or is subject to a pending criminal charge, or is not bondable (where bondability is required), if the circumstances of the pending charge or conviction substantially relates to the circumstances of the particular job.

Information provided on this form will be evaluated by the Director on a case-by-case basis and will only be shared with the appointing authority when it is determined that the circumstances of a pending charge or conviction substantially relates to the circumstances of the particular job. Upon request, you may discuss any circumstances confidentially with the Director.

**Any false information or omission on this form will disqualify you from further consideration for employment, and will be grounds for dismissal, if discovered at a later date.**

I agree to immediately notify Walworth County of any changes in this information while my job application is pending:

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_ POSTING #: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

Are you subject to any pending charges at this time?  Yes  No

If you answered "yes" to either of the above questions, please complete the chart below.

<u>CHARGE</u>	<u>NATURE OF OFFENSE</u>	<u>DATE</u>	<u>CITY/STATE</u>	<u>DISPOSITION OF CASE</u>

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ATTENTION  
ALL WALWORTH COUNTY APPLICANTS**

ALL APPLICATIONS MUST BE FULLY COMPLETED. A RESUME MAY BE ADDED ONLY TO SUPPLEMENT INFORMATION REQUESTED ON THE APPLICATION FORM. INCOMPLETE APPLICATIONS OR APPLICATIONS THAT ASK US TO REFER TO THE RESUME WILL DISQUALIFY YOU FROM THE POSITION.

IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY, PLEASE ASK.



**IN ADDITION, WALWORTH COUNTY HAS A NEPOTISM POLICY AS FOLLOWS:**

**NEPOTISM OR CONFLICT OF INTEREST COMPLIANCE:**

A person may not be offered or hold this position if the employment would result in that person being a supervisor or subordinate to an "immediate family" member. "Immediate family" includes the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member residing in the employee's household.

A person may not be offered this position if employment would create either an actual conflict of interest or the appearance of a conflict of interest.

Do you have an "immediate family" member currently working for Walworth County?

Yes           No

If you answered yes, please list name, relationship and department.

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMPORTANT**

**Please read carefully and initial each paragraph before signing.**

By my signature and initials placed below, I attest that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered after hire. I agree to immediately notify Walworth County if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

\_\_\_\_\_ Initials

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize Walworth County to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that Walworth County may request a background investigation. I understand that the background investigation may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that I have the right to make a written request to Walworth County, within a reasonable time, for the disclosure of the nature and scope of the background investigation.

\_\_\_\_\_ Initials

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide Walworth County with relevant information and opinion that may be useful to the County in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ Initials

I give permission for a complete post offer physical examination, including a drug screening exam, x-rays and psychological examination (if applicable), and I consent to the release to Walworth County of any and all medical information, as may be deemed necessary by the County in judging my capability to do the work for which I am applying. If the examination discloses medical conditions that prevent me from successfully performing the essential functions of the job, the County will attempt to make accommodations to allow me to work. If no reasonable accommodations can be found, or they cause an undue hardship on the County, the offer of employment will be withdrawn.

\_\_\_\_\_ Initials

I understand that if my employment is terminated by Walworth County for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investments or other activities that create a conflict of interest with my position with Walworth County.

\_\_\_\_\_ Initials

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME DURING THE PROBATION PERIOD. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

\_\_\_\_\_ Initials

Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT DATA RECORD**

Walworth 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 the removal of any possible past discrimination, and to help comply with governmental record-keeping requirements, we would 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                     Black                     American Indian/Alaskan Native
- Hispanic                 Asian                     Hawaiian/Pacific Islander

**SPECIAL NOTICE TO VETERANS**

Government contractors are subject to Section 402 of the Vietnam Veterans Readjustment Act of 1974 that requires contractors to take affirmative action to employ and advance, in employment, qualified veterans of the Vietnam Era and other eligible veterans.

Check the appropriate category(ies) below:

- VIETNAM ERA VETERAN                     OTHER ELIGIBLE VETERAN

**HOW WERE YOU REFERRED TO WALWORTH COUNTY?**

- Check Those That Apply:
- Newspaper ad                     Job Service
  - Jobs Hotline                     Current County Employee
  - Walk-in                     Walworth County Web Page
  - Job Posting                     Other (please explain):

THANK YOU.  
We appreciate your cooperation in providing this information.