

POLK COUNTY SHERIFF'S DEPARTMENT

APPLICATION FOR EMPLOYMENT

- | | |
|--|---|
| <input type="checkbox"/> Deputy Sheriff
<input type="checkbox"/> Corrections/Jailer | <input type="checkbox"/> Communications
<input type="checkbox"/> Other _____ |
|--|---|

All Applications must be received from, and returned to:

Polk Co Dept of Employee Relations
 100 Polk Plaza, Suite 229
 Balsam Lake, WI 54810
 715-485-9176 or erinfo@co.polk.wi.us

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate "NA" (not applicable). Applications which are incomplete, illegible, or unsigned will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. A Resume of no more than four pages may be included with this application. Other supporting documentation may be required if you proceed to the later stages of the selection process.

Section 1. Personal Information			OFFICE USE ONLY
(Last)	(First)	(Middle)	
Address (Apartment, Street, P.O. Box)			Home Telephone ()
City	State	Zip	Work Telephone ()
Social Security Number _____ - ____ - _____	E-mail address (if applicable)		Cell Telephone ()

Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have non-lapsing LESB Law Enforcement certification prior to Feb. 1 st , 1993? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you certified or licensed as a Corrections Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No State: _____
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, do you have legal status to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	Training Academy: _____ Date of completion: ____ / ____ / ____
Do you have a valid drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No Class: _____ Number: _____ State: ____	Highest Level of Education completed: <input type="checkbox"/> High School or GED <input type="checkbox"/> College or Tech School (2 Yr) <input type="checkbox"/> College (Bachelor Degree) <input type="checkbox"/> Post Graduate
	Have you received at least 60 hours of college credit from an accredited post secondary college or university? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a relative working for Polk County or who is a member of the Polk County Board of Supervisors? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Department: _____ Relationship: _____	Have you been previously employed by Polk County? <input type="checkbox"/> Yes <input type="checkbox"/> No Dates: ____ / ____ / ____ to ____ / ____ / ____ Position(s) held: _____ Department: _____

<p>Are you currently certified as a Law Enforcement Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes what State? _____</p> <p>Training Academy: _____ Date of Completion: _____</p>	<p>Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date: _____</p> <p>County: _____ State: _____</p>
<p>FIELD SERVICE ONLY - Are you a resident of Polk County or will you become a resident within 6 months accepting a job offer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, do you live in an adjoining County at a location with less than a 45 minute commute time to Balsam Lake, WI, and if not are you willing to relocate to such a location prior accepting any position that is offered? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Have you ever been convicted of a misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date: _____</p> <p>County: _____ State: _____</p>

Section 2. Education

Polk County's hiring policy requires that you possess either a two-year Associate degree or 60 credits of post secondary education from an accredited college or university at the time of the application deadline to qualify as a Law Enforcement Officer. Do not include a copy of your college transcripts at this time. However you will be required to submit a copy of your post High School Transcripts at a later date if you proceed to the later stages of the selection process as a Law Enforcement Officer. You are not required to have a post High School education to qualify as a Jail (Corrections) officer or a Communications officer.

High School	Location	Diploma
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Technical School	From (Date)	To	Coursework	Credits or Degree Obtained
College or University	From (Date)	To	Coursework	Credits or Degree Obtained
Graduate School	From (Date)	To	Coursework	Credits or Degree Obtained
Other Education	From (Date)	To	Coursework	Credits or Degree Obtained

List any other Scholarships, apprenticeships, licenses, certifications, and memberships in professional organizations that you feel should be considered in evaluating your educational qualifications.

Section 3. Employment

List chronologically **all** current and past employment. Start with your current or most recent employer. Also include all seasonal and part time employment. If unemployed for a period, provide the dates. To furnish additional employment information, attach sheets of the same size and format to the end of this application form.

Employer:	Supervisor(s):
Address	Phone Number:
Dates of Employment: From _____ To _____ <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
Position Title and Essential Duties Performed:	
Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

Employer:	Supervisor(s):
Address:	Phone Number:
Dates of Employment: From _____ To _____ <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
Position Title and Essential Duties Performed:	
Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

Employer:	Supervisor(s):
Address	Phone Number:
Dates of Employment: From _____ To _____ <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
Position Title and Essential Duties Performed:	
Reason for Leaving: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

Section 4. Memberships, Skills, and Achievements

Identify the civic groups, private clubs or volunteer organizations that you actively participate in and list any personal achievement(s) or public recognition you have received.

Please indicate the computer hardware/software you are proficient in using, and describe your overall computer/keyboard skills.

Section 5. Military Service

Did you ever serve in the United States Armed Forces? Yes No (If no, skip to section 6)

Branch? _____ Dates of Service _____ to _____

Highest Rank or Grade _____ Active Duty Reserves

Primary Duties and Skills Acquired

Type of Discharge: _____

Branch? _____ Dates of Service _____ to _____

Highest Rank or Grade _____ Active Duty Reserves

Primary Duties and Skills Acquired

Type of Discharge: _____

Do you claim Veterans Preference for a Service Connected Disability? Yes No
(If yes, you may be required to provide a copy of your separation documents at a later time)

Section 6. Personal, Academic, or Social References

Please list three personal, academic, or social references that are not relatives or employers (past or present):

Name:	Years acquainted:
Address:	Phone:
Position/title/profession:	Relationship:

Name:	Years acquainted:
Address:	Phone:
Position/title/profession:	Relationship:

Name:	Years acquainted:
Address:	Phone:
Position/title/profession:	Relationship:

Section 7. General Questions

Using only the space provided, please respond to the following questions:

1) Why have you chosen to apply for this position?

2) What character attributes do you possess that you feel would make you a good public employee?

3) In what areas do you feel you need to improve to be a more knowledgeable, effective, and well-rounded employee?

4) Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, and socio-economic groups?

List the addresses that you have lived at since high school or for the last twenty (20) years:

Street Address	City	County	State	Zip Code

APPLICANT PLEASE READ AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin to work. All information provided and statements made are subject to verification. This completed application for employment, once submitted to Polk County becomes the property of Polk County, verification records and background investigation information is also the property of Polk County and will not be returned.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicant's signature:

Date signed:

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of

_____ not be revealed without my consent or until required under law.

Applicant's signature:

Date signed:

CRIMINAL BACKGROUND CHECK

Last Name _____ First Name _____ Middle Name _____

List any other names you have used including nicknames. Have you ever used any other surname? If so, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and Court.

Social Security Number _____ Date of Birth _____

Driver's License Number _____

Signature _____

NON-DISCRIMINATION POLICY

Polk County is an equal opportunity employer. It is the policy of Polk County to utilize employment practices consistent with state and federal fair employment laws. Polk County will make reasonable accommodation for disabled applicants. If you need assistance in the application process or you feel you have been discriminated against in the application, recruitment, and selection process contact the Affirmative Action Officer, Polk County Courthouse, Balsam Lake, WI 54810, or at (715) 485-9270.

This form is an application for employment and is not a promise of employment. Unless Federal, State, or County statutes, administrative rules or ordinances, or County policy, or collective bargaining agreements state to the contrary, employment positions with the County are terminable at the will of the County or the employee at any time for any reason. Nothing contained in this document or any oral statement by County employees, as agents shall abrogate this condition of employment.

RELEASE OF INFORMATION

For official use only, not to be released to unauthorized persons

I hereby empower an employee of the Polk County Department of Administration or other authorized representative bearing this release to, within one year of its date, obtain information and records pertaining to me from any or all of the following sources:

- . Municipal, State or Federal law enforcement agencies
- . Selective Service Systems
- . Any banking institution
- . Any place of business (for purposes of obtaining credit or employment data)
- . Credit rating bureaus or institutions maintaining individual credit rating files
- . Any previous employer
- . Present employer
- . Any school, college, university or other educational institution
- . Any office, clinic, sanitarium or hospital where illness, injuries and/or deterioration (physical and/or mental in nature) are diagnosed and treated

I hereby release any Municipal, State or Federal law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to this blanket authorization:

- 1. _____
- 2. _____
- 3. _____

Date

Signature (Full Name)

VOLUNTARY SURVEY

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose of this voluntary survey is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this survey is optional. If you choose to volunteer the requested information please note that all survey data is kept in a confidential file and is NOT a part of your application for Employment or personnel file.

Please Note: YOUR COOPERATION IN COMPLETING THIS SURVEY IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

(Please Print)

Date: _____

Name		
Address		
City	State	Zip
Position Applying For		
<input type="checkbox"/> Male <input type="checkbox"/> Female		
<input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black		
<input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander		
Check if any of the following are applicable:		
<input type="checkbox"/> Disabled Vet <input type="checkbox"/> Disabled Individual		
Birthdate:		

Thank you for your interest in Polk County Employment. If you could take a moment to just let us know where you heard About us, that would be greatly appreciated.

- WI Dept of Justice Law Enforcement Bulletin
- Wilenet
- Local Media - Please specify _____
- Friend Relative Other – please specify _____