



# MARQUETTE COUNTY APPLICATION FOR EMPLOYMENT

Marquette County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

**MAIL APPLICATION MATERIALS TO:**

Marquette County Administrative Coordinator  
P.O. Box 129  
Montello, WI 53949

Phone: (608) 297-9136 ext. 273

Fax: (608) 297-7606

e-mail: [applications@co.marquette.wi.us](mailto:applications@co.marquette.wi.us)

**Thank you for your interest in employment with Marquette County. Please read the following instructions carefully.**

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, Reasonable accommodations may be requested.
- Incomplete or illegible applications will not be considered. Résumés will be accepted as a supplement to the application form, but will not substitute for it.
- If more space is needed, please indicate this on the application form and attach the additional paper to the application.

**Marquette County requires pre-employment drug testing And reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination may be required.**

**PERSONAL INFORMATION**

Position Applied For:	Department:	Date Available:	
Last Name:	First Name:	Middle Name:	
Street Address:	City:	State:	Zip:
Home Phone:	Work Phone:	May we contact at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-Mail Address:	Type of employment acceptable: (Check all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> LTE		
• Are you at least 18 years of age? ( <i>Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.</i> )		<input type="radio"/> Yes	<input type="radio"/> No
• Are you a United States citizen, or do you have papers from the U.S. government permitting you to work?( <i>Verification will be required at the time of employment.</i> )		<input type="radio"/> Yes	<input type="radio"/> No
• Are you able to perform all of the duties listed in the position description, with or without reasonable accomodation?		<input type="radio"/> Yes	<input type="radio"/> No
• have you ever been convicted of a felony? ( <i>If the answer is "yes", please explain at the end of this application form. A "yes" does not necessarily disqualify an applicant</i> )		<input type="radio"/> Yes	<input type="radio"/> No

EDUCATION & TRAINING		
High School:		
Highest Level Completed:	Name & Location of High School:	Graduated?
<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		<input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Training Beyond High School					
Name & Location of Institution	Dates		Major Field of Study	GPA	Degree & Year:
	From	To			
<ul style="list-style-type: none"> <li>• <b>Relevant Coursework:</b></li> </ul>					
<ul style="list-style-type: none"> <li>• <b>Additional Skills and/or Training:</b></li> </ul>					
<ul style="list-style-type: none"> <li>• <b>Professional Licensures/certifications &amp; Expiration Dates:</b></li> </ul>					

DRIVER'S LICENSE	
• Do you have access to an automobile?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have a valid Wisconsin Driver's License?	DL # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have, or can you make arrangements to obtain, insurance coverage meeting the County's minimum liability insurance requirements on your personal vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• List any moving violations within the previous five (5) years:	
• If the position requires, do you have a valid Wisconsin Commercial Driver's License (CDL) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROFESSIONAL REFERENCES			
Please provide us with three (3) references that would be able to describe your work abilities, qualifications, skills, and/or educational background. Please do not submit names of relatives, spouses, or significant others.			
Name	Telephone #	Occupation	Nature of Relationship

**WORK HISTORY – PART A**

*A “yes” answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer “yes” to any of the following questions, please provide an explanation at the end of the application form.*

• Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Have you ever been disciplined for attendance problems in your current or previous employment ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Are there any gaps in employment in excess of thirty (30) days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Have you ever been employed by Marquette County?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**WORK HISTORY – PART B**

*Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had in the past 10 years. Please include positions beyond the 10 year period if they are related to this position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Marquette County to contact an applicant’s current employer only after that applicant has been deemed a finalist for a position.*

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address of Business (Street, City, ZIP)</b>		<b>Reason for leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>	
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is Employer still in Business?</b>
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address of Business (Street, City, ZIP)</b>		<b>Reason for leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>	
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is Employer still in Business?</b>
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address of Business (Street, City, ZIP)</b>		<b>Reason for leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>	
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is Employer still in Business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address of Business (Street, City, ZIP)</b>		<b>Reason for leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>	
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is Employer still in Business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

<b>Employer Name:</b>		<b>Position Title:</b>		<b>Type of Business:</b>	
<b>Address of Business (Street, City, ZIP)</b>		<b>Reason for leaving:</b>		<b>Name, Title &amp; Phone of Supervisor:</b>	
<b>Employment Dates:</b>		<b>Start Salary:</b>	<b>Ending Salary:</b>	<b>Hours per Week:</b>	<b>Is Employer still in Business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>From:</b>	<b>To:</b>				
<b>Description of Duties:</b>					

**EXPLANATION(S) / SUMMARY INFORMATION**

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**REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)**

<input type="checkbox"/> Newspaper:	<input type="checkbox"/> Employee:
<input type="checkbox"/> Employment Agency:	<input type="checkbox"/> Web Site:
<input type="checkbox"/> Bulletin Board:	<input type="checkbox"/> Professional Journal:
<input type="checkbox"/> Walk-In:	<input type="checkbox"/> Job Service:
<input type="checkbox"/> Other:	

In order for your application to be considered, you must complete the Employment Application Affidavit / Information Release.

**MARQUETTE COUNTY ADMINISTRATION USE ONLY**

	<b>Date Received:</b>
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**EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE**

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. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Marquette County. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen, and any other required examinations.

I understand that Marquette County may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Marquette County with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof.

<b>Name (Printed or Typed):</b>	<b>Signature:</b>	<b>Date:</b>
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**OPEN RECORDS DISCLOSURE (OPTIONAL)**

This section is optional: Under section 19.36 (7) of the Wisconsin Statutes, the names of “final candidates” must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a “final candidate” they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

<b>Name (Printed or Typed):</b>	<b>Signature:</b>	<b>Date:</b>
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**THANK YOU FOR COMPLETING THIS APPLICATION AND FOR YOUR INTEREST IN  
EMPLOYMENT WITH MARQUETTE COUNTY.**

# MARQUETTE COUNTY BACKGROUND CHECK & EQUAL EMPLOYMENT OPPORTUNITY INFORMATION DISCLOSURE FORM

*Marquette County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.*

The following information is needed for the following purposes:

- To complete various government reports and implement equal employment opportunity and affirmative actions programs.
- To monitor and prevent discrimination on the basis of race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.
- To facilitate and conduct the necessary background checks for pre-employment screening. These may include, but are not limited to the following: caregiver background checks; criminal records checks; driver’s licensing checks; credential and educational verifications; and other necessary background investigations.

The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying. This document will not be kept with the employment application, and will not be shared with those individuals involved in the interview process. It shall be maintained as a confidential record of the Administrative Department.

PLEASE SUPPLY THE FOLLOWING INFORMATION		
Last Name:	First Name:	Middle Name:
Position Applied For :	Date of Birth:	Are you 40 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Maiden Name (If Applicable)	Social Security Number:	Sex:
<p style="text-align: center;"><b>Race:</b> (Please Check One)</p> <input type="checkbox"/> American Indian/Native American (including Alaskan Natives) <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian/Oriental (including Pacific Islanders) <input type="checkbox"/> Hispanic/Latin American (including persons of Mexican, Puerto Rican, Cuban, Spanish origin or culture) <input type="checkbox"/> White Caucasian <input type="checkbox"/> Other: _____		
<p style="text-align: center;"><b>Disability:</b></p> <p>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 task, walking, caring for oneself, learning, thinking, or working], has a record of such an impairment, or who is regarded as having such an impairment.” <i>Based on this definition, are you an individual with a disability?</i>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>		

**The completion of the “Marquette County Background Check & Equal Employment Opportunity Information Disclosure Form” is Voluntary, and there will be no adverse consequences for not completing this form.**