

Kewaunee County Application for Employment

Applicants: Complete with the .pdf software of your choice, or fill out on paper and submit.

Kewaunee County evaluates applicants without regard to race, color, religion, sex, national origin, age, marital status, veteran status, the presence of non-job-related medical condition(s), or any other legally protected statuses.

Position Applied For: _____ Date: _____

Are you available to work the days and hours of the position as described?
Are you able to perform all the functions of the position, with accomodation if reasonable?

PERSONAL INFORMATION:

First Name _____ Middle Initial ____ Last Name _____

If known by any other names, please list them here: _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____

If you are under age 18, can you provide proof of eligibility to legally work?

Are you allowed to lawfully work in the United States through citizenship or eligible immigration status?

Have you applied with Kewaunee County before? If so, please provide the approximate date(s) and position(s) to the best of your recollection:

Arrest and conviction record are considered by Kewaunee County only as allowed by applicable law.

Have you been convicted, pleaded guilty, or pleaded no contest in a criminal matter?

If yes, please provide the year(s) and state(s) in which the criminal act occurred below. Attach an additional page if needed.

If you have any charges pending (other than non-criminal traffic offenses) please provide the state and nature of the charge(s):

If selected, how much notice would need to be provided to your current employer?

EDUCATION:

Do you hold a high school diploma or equivalent?

Please provide information on post-high-school education below:

Name and State of Institution	Degree/Diploma/Credential	Completion Status
1) _____	_____	_____
2) _____	_____	_____

3) _____

4) _____

Skills and Qualifications: Please share any licenses, skills, training, awards, experiences, etc. that strengthen your qualifications for the position.

EMPLOYMENT HISTORY: Please include military service, if any. List employment beginning with the most recent position.

Present Or Most Recent Position:

Employer: _____

Address: _____

From: _____ To: _____

Position Title: _____

Supervisor: _____

Supervisor Phone: _____

Supervisor Email: _____

Salary: _____

Reason for Leaving: _____

May Kewaunee County contact this employer?

Typical work and duties:

Previous Position 1:

Employer: _____

Address: _____

From: _____ To: _____

Position Title: _____

Supervisor: _____

Supervisor Phone: _____

Typical work and duties:

Supervisor Email: _____

Salary: _____

Reason for Leaving: _____

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Previous Position 2:

Employer: _____

Address: _____

From: _____ To: _____

Position Title: _____

Supervisor: _____

Supervisor Phone: _____

Supervisor Email: _____

Salary: _____

Reason for Leaving: _____

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Typical work and duties:

Previous Position 3:

Employer: _____

Address: _____

From: _____ To: _____

Position Title: _____

Supervisor: _____

Supervisor Phone: _____

Supervisor Email: _____

Salary: _____

Typical work and duties:

Reason for Leaving: _____

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Have you been fired, discharged, asked to resign, or permanently laid off? If yes, please explain:

References:

Name/Title Address Phone:

Nepotism Policy Statement:

The employment of immediate family members in a supervisor-subordinate relationship may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day to day working relationships.

No person shall be employed, promoted, or transferred to any department or agency of Kewaunee County when the employment, promotion, or transfer would result in a supervisor-subordinate relationship between immediate family members. Immediate family is defined as wife, husband, father, step-father, mother, step-mother, guardian, sister, step-sister, brother, step-brother, child, step-child, aunt, uncle, grandchild, grandparent, father-in-law, mother-in-law, sister-in-law, or brother-in-law.

Are you related to any current Kewaunee County employees? If so, please provide their name and your relationship to them below.

If a violation of this policy is established after employment, through marriage or other means, the individuals concerned will decide who is to be transferred or terminated. If that decision is not made within 30 days, management will decide. This policy does not apply to temporary employees.

Certification of Accurate Application:

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired.

To the extent allowed by any applicable laws, I authorize the verification of any and all information listed in this application by any person, company, school, agency, unit of government, or other entity that I have listed on this application. I authorize any of these entities or individuals to disclose information relevant to my potential employment with Kewaunee County, unless I have explicitly stated Kewaunee County is not to contact the entity, such as a past employer. 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 understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I further understand that I may be asked to undergo a physical examination, including substance use screening, prior to an appointment to a position with Kewaunee County. Refusal to participate in such screening will result in the rejection of my application.

Typing my signature below indicates that I have read, understood, and agree to these terms

Signature _____

Date _____

Candidate Demographic Information

*Information on this page is not shared with those individuals involved in the interview and/or candidate selection process.

Last Name: _____

First Name: _____ Middle Initial: _____

Today's Date: _____

Job Applied for: _____ Dept.: _____

Date of Birth: _____

Racial/Ethnic Identification: Please select the field below that most accurately describes your racial/ethnic identity.

Gender: Please choose the field that best describes your gender identity.

Please submit this application by clicking the button above and sending the email, or by saving the form and sending by email to jeanquart.peggy@kewauneeeco.org, or by printing the completed form and hand delivering or mailing to:

Kewaunee County Administrator
810 Lincoln St.
Kewaunee, WI 54216