

APPLICATION FOR EMPLOYMENT DODGE COUNTY SHERIFF'S DEPARTMENT

**Submit Application To: Dodge County Human Resources Department
127 E. Oak Street
Juneau, WI 53039**

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered. If not applicable, indicate N/A. Applications which are incomplete or illegible will not be considered. Do not reference your resume. 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. Only Dodge County Civil Service Application forms accepted.

POSITION APPLYING FOR:

1. PERSONAL INFORMATION

Name in Full (Last, First, Middle) <input style="width: 90%; height: 25px;" type="text"/>			Social Security Number <input style="width: 100%; height: 25px;" type="text"/>	
Address (Apartment, Street, P.O. Box) <input style="width: 90%; height: 25px;" type="text"/>			Home Telephone Number <input style="width: 100%; height: 25px;" type="text"/>	
City <input style="width: 90%; height: 25px;" type="text"/>	State <input style="width: 100%; height: 25px;" type="text"/>	Zip Code <input style="width: 100%; height: 25px;" type="text"/>	Work Telephone Number <input style="width: 100%; height: 25px;" type="text"/>	
E-Mail Address (optional): <input style="width: 90%; height: 25px;" type="text"/>				
Communications Officer/Deputy Secretary Age Requirement:		Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please attach a separate sheet giving full information.		
Correctional / Traffic Patrol Officer Age Requirement:		Are you a United States citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid driver's license from another state? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid Wisconsin driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you completed at least 60 college credits? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High School	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
College	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Graduate School	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

3. EMPLOYMENT

Employment history for the last 20 years required. All time must be accounted for or application will not be considered. Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. If unemployed for a period, provide dates. To furnish additional employment information, use the Employment History form found on the Dodge County website next to this application. Do not reference your resume.

Name and Address of Employer	Dates	Position and Kind of Work
Name: <input style="width: 95%;" type="text"/>	From: <input style="width: 40%;" type="text"/>	Position Title: <input style="width: 95%;" type="text"/>
Street: <input style="width: 95%;" type="text"/>	To: <input style="width: 40%;" type="text"/>	Duties: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
City, State <input style="width: 95%;" type="text"/>	Full-Time <input type="checkbox"/>	
Supervisor's Name: <input style="width: 95%;" type="text"/>	Part-Time <input type="checkbox"/>	
Employer's Telephone Number: <input style="width: 95%;" type="text"/>	Annual Salary/Wages: <input style="width: 40%;" type="text"/>	
May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name and Address of Employer	Dates	Position and Kind of Work
Name: <input style="width: 95%;" type="text"/>	From: <input style="width: 40%;" type="text"/>	Position Title: <input style="width: 95%;" type="text"/>
Street: <input style="width: 95%;" type="text"/>	To: <input style="width: 40%;" type="text"/>	Duties: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
City, State <input style="width: 95%;" type="text"/>	Full-Time <input type="checkbox"/>	
Supervisor's Name: <input style="width: 95%;" type="text"/>	Part-Time <input type="checkbox"/>	
Employer's Telephone Number: <input style="width: 95%;" type="text"/>	Annual Salary/Wages: <input style="width: 40%;" type="text"/>	
May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name and Address of Employer	Dates	Position and Kind of Work
Name: <input style="width: 95%;" type="text"/>	From: <input style="width: 40%;" type="text"/>	Position Title: <input style="width: 95%;" type="text"/>
Street: <input style="width: 95%;" type="text"/>	To: <input style="width: 40%;" type="text"/>	Duties: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
City, State <input style="width: 95%;" type="text"/>	Full-Time <input type="checkbox"/>	
Supervisor's Name: <input style="width: 95%;" type="text"/>	Part-Time <input type="checkbox"/>	
Employer's Telephone Number: <input style="width: 95%;" type="text"/>	Annual Salary/Wages: <input style="width: 40%;" type="text"/>	
May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name and Address of Employer	Dates	Position and Kind of Work
Name: <input style="width: 95%;" type="text"/>	From: <input style="width: 40%;" type="text"/>	Position Title: <input style="width: 95%;" type="text"/>
Street: <input style="width: 95%;" type="text"/>	To: <input style="width: 40%;" type="text"/>	Duties: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
City, State <input style="width: 95%;" type="text"/>	Full-Time <input type="checkbox"/>	
Supervisor's Name: <input style="width: 95%;" type="text"/>	Part-Time <input type="checkbox"/>	
Employer's Telephone Number: <input style="width: 95%;" type="text"/>	Annual Salary/Wages: <input style="width: 40%;" type="text"/>	
May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

4. MILITARY SERVICE

Did NOT serve in U. S. Military

Branch of Service	Month/Year Served From	Month/Year Served To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service.

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name <input style="width: 95%;" type="text"/>	Number Years Acquainted: <input style="width: 80%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	Position / Title / Profession <div style="border: 1px solid black; height: 60px;"></div>
City/State/Zip <input style="width: 95%;" type="text"/>	
Telephone Number <input style="width: 95%;" type="text"/>	
Name <input style="width: 95%;" type="text"/>	Number Years Acquainted: <input style="width: 80%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	Position / Title / Profession <div style="border: 1px solid black; height: 60px;"></div>
City/State/Zip <input style="width: 95%;" type="text"/>	
Telephone Number <input style="width: 95%;" type="text"/>	
Name <input style="width: 95%;" type="text"/>	Number Years Acquainted: <input style="width: 80%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	Position / Title / Profession <div style="border: 1px solid black; height: 60px;"></div>
City/State/Zip <input style="width: 95%;" type="text"/>	
Telephone Number <input style="width: 95%;" type="text"/>	

6. GENERAL

INDICATE YOUR RATE OF WORDS PER MINUTE IN EACH CATEGORY:

TYPING wpm SHORTHAND wpm DICTATION wpm TRANSCRIPTION wpm

NOTICE TO APPLICANTS FOR CLERICAL POSITIONS REQUIRING TYPING SKILLS

Before an application is considered for a job opening that requires typing as part of the job skills, we need to verify your typing speed. **You MUST include this verification with your application.** Dodge County currently requires a five (5) minute typing test.

You may contact any accredited college, a State job center or a private agency such as a temporary employment agency to make a request to be tested. Please note that if you choose to obtain this verification through a private agency, it may assess a charge for this service, for which you would be responsible. You may need to make an appointment with the above services to take a typing test.

