

July 2009

Thank you for expressing interest in employment with the Rusk County Sheriff's Office.

Enclosed, you will find a job application and job description for the position of Deputy Sheriff – Dispatcher/Jailer. The job description is for your information and does not need to be returned. At the present time, applications are being accepted to fill one part-time (80%) male dispatcher/jailer position and to establish a 12-month eligibility list for future male dispatcher/jailer vacancies.

Basic information about the position, wage rate, scheduling, and qualifications are as follows:

Starting wage:	\$16.72/hour - (based on current contract)
Benefits:	per union contract
Vacation:	First year - none
Work Schedule:	12 hour shifts (part-time vacancy to average 80% of full-time schedule)
Qualifications:	Must possess a valid WI driver's license and be at least 18 years old.

The tentative schedule is as follows:

Application deadline:	Monday, August 17, 2009 at 4:00 P.M..
Testing dates:	<u>Written</u> : Saturday, September 12, 2009. Notices will be mailed to applicants by the WI City and County Testing Service with the assigned location and time of testing. <u>Perfex Testing</u> : Thursday, October 8, 2009. The top ten applicant scores from the written testing will be invited to participate in this test.

Interview date:	To be scheduled.
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If you have any further questions about this position, please contact Debbie at the Rusk County Sheriff's Office. The phone number is (715) 532-8507.

RUSK COUNTY APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

RUSK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

(Please print)

POSITION APPLIED FOR:

DATE OF APPLICATION:

PERSONAL DATA:

Last Name

First Name

Middle Name

Address

City

State

Zip

Telephone Number

Alternate Number

Social Security Number

1. Have you been known by any other name? If so, please indicate:

2. If you are under 18 years of age, can you provide required proof of your eligibility to work?
____ Yes ____ No
3. Have you ever filed an application with us before? ____ Yes ____ No
If yes, give date: _____
4. Have you ever been employed with us before? ____ Yes ____ No
If yes, give date: _____
5. Are you currently employed? ____ Yes ____ No
6. May we contact your present employer? ____ Yes ____ No
7. Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment) ____ Yes ____ No
8. Have you ever had any job related training in the United States Military?
____ Yes ____ No If yes, please describe.

9. Do you have any limitations which would preclude or hinder you in performing the essential functions/duties of the job for which you are applying? Yes No
If yes, please describe:

10. Have you been convicted of a felony within the last seven years? Yes No
(conviction will not necessarily disqualify an applicant from employment)

11. Do you have any criminal charges pending, other than minor traffic violations?
 Yes No (Pending criminal charges are not an automatic bar to employment. Each case is considered on its merits.) If yes, please explain:

***NOTE: RESIDENCY MAY BE REQUIRED**

12. Rusk County does not allow immediate family members to supervise another family member in the work environment. In other circumstances, family members may be barred from working together for reasons of safety or security or other business necessity.

Are you related to anyone currently employed by Rusk County?
 Yes No If yes, please specify:

Name	Relationship	Position
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13. Other comments:

WE DO NOT IN ALL CASES NOTIFY UNSUCCESSFUL APPLICANTS.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Sheriff David Kaminski at 311 Miner Avenue East, Ladysmith, WI 54848 or 715- 532-8507.

NOTE: This information will not be shared with those individuals involved in the interviewing process.

ADDITIONAL EMPLOYEE INFORMATION

NAME: _____ DATE: _____
Last First MI

JOB TITLE: _____ DEPT.: _____

(The following information is not requested on our employment application.)

PLEASE COMPLETE THE FOLLOWING FOR INCLUSION IN YOUR PERSONNEL FILE:

1. Date of Birth: _____
Month Day Year

2. Racial/Ethnic identification: Check the box that most accurately describes your sex and racial/ethnic identity.
(Select only one.) Please note that, if necessary, verification must be provided.

White, not of Hispanic origin - Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

A. _____ Male G. _____ Female

Black, not of Hispanic origin - Persons having origins in any of the Black racial groups of Africa.

B. _____ Male H. _____ Female

Hispanic - Persons of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish culture or origin, regardless of race.

C. _____ Male I. _____ Female

Asian or Pacific Islander - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands. (For example, China, India, Japan, Korea, the Philippine Islands and Samoa.)

D. _____ Male J. _____ Female

American Indian* - or Alaskan Native - Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

E. _____ Male K. _____ Female

*Name of Tribe: _____

*Agency or reservation where tribal enrollment records are kept.

AUTHORIZATION AND ACKNOWLEDGMENT FOR EMPLOYMENT WITH

RUSK COUNTY

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that Rusk County shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give to Rusk County any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with Rusk County including a check of my fingerprints and police record for the purpose of considering my suitability for hire. 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 not be recognized as such.

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

In consideration of my employment, I agree to conform to the rules and regulations of Rusk County, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the County or myself. I understand that no County official, other than the full County Board, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature

Date

Rusk County is an Equal Opportunity Employer

EDUCATION

SCHOOL ATTENDED	CURRICULUM POST SECONDARY	DEGREE EARNED

EMPLOYMENT RECORD

(INCLUDING MILITARY EXPERIENCE IF JOB RELATED. LIST EMPLOYMENT BEGINNING WITH PRESENT JOB.)

COMPANY: ADDRESS:	SPECIFIC DUTIES:		
CITY:	STATE	ZIP	TELEPHONE:
JOB TITLE:			
SUPERVISOR:		DATES EMPLOYED FROM:	
REASON FOR LEAVING:		SALARY: STARTING \$	ENDING \$

COMPANY: ADDRESS:	SPECIFIC DUTIES:		
CITY:	STATE	ZIP	TELEPHONE:
JOB TITLE:			
SUPERVISOR:		DATES EMPLOYED FROM:	
REASON FOR LEAVING:		SALARY: STARTING \$	ENDING \$

COMPANY: ADDRESS:	SPECIFIC DUTIES:		
CITY:	STATE	ZIP	TELEPHONE:
JOB TITLE:			
SUPERVISOR:		DATES EMPLOYED FROM:	
REASON FOR LEAVING:		SALARY: STARTING \$	ENDING \$

List at least 3 years of job history. Use separate page for additional space.

As an employee have you ever been discharged or asked to resign? Yes No
 If yes, please explain:

REFERENCES

Name

Address

City, State and Zip

Area Code and Phone Number

Name

Address

City, State and Zip

Area Code and Phone Number

Name

Address

City, State and Zip

Area Code and Phone Number

Name

Address

City, State and Zip

Area Code and Phone Number

SPECIAL SKILLS AND QUALIFICATIONS

Use this space to summarize special job-related skills and qualifications acquired from employment or other experience: