



## Village of Caledonia, Wisconsin

Employing Agency

### APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

**NOTICE:** Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

#### 1. PERSONAL INFORMATION

|                                       |       |          |                                 |  |
|---------------------------------------|-------|----------|---------------------------------|--|
| Name in Full (Last, First, Middle)    |       |          | Social Security Number          |  |
| Address (Apartment, Street, P.O. Box) |       |          | Home Telephone Number<br>(    ) |  |
| City                                  | State | Zip Code | Work Telephone Number<br>(    ) |  |
| Email Address                         |       |          | Cell Phone Number<br>(    )     |  |

Are you at least 18 years old?  Yes  No

Are you a United States citizen?  Yes  No

Do you have a valid Wisconsin driver's license?  Yes  No

Do you have an associate degree or at least 60 college credits (associate degree level or higher) from an accredited college or university?  Yes  No

If No, do you have a valid driver's license from another state?  
 Yes  No

If No, were you employed as a law enforcement officer prior to February 1, 1993?  Yes  No  
 (The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.)

Have you ever been convicted of a felony?  Yes  No  
 If Yes, please attach a separate sheet giving full information.

#### 2. EDUCATION

| Name of School  | Location | Dates |    | Course Pursued | Degree, Diploma, or Credits Earned |
|-----------------|----------|-------|----|----------------|------------------------------------|
|                 |          | From  | To |                |                                    |
| High Schools    |          |       |    |                |                                    |
| College         |          |       |    |                |                                    |
| Graduate School |          |       |    |                |                                    |

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

### 3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

| Name and Address of Employer   | Dates   | Position and Kind of Work |
|--|---|---------------------------|
| <p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone:<br/>_____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p> | Reason for Leaving        |
| <p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone:<br/>_____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p> | Reason for Leaving        |
| <p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone:<br/>_____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p> | Reason for Leaving        |
| <p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone:<br/>_____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p> | Reason for Leaving        |

#### 4. MILITARY SERVICE

| 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.

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#### 5. REFERENCES

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

|  |   |
|--|---|
| <b>Name</b> _____<br><b>Address</b> _____<br><b>City/State/Zip</b> _____<br><b>Telephone Number</b> (    ) _____ | <b>Number of Years Acquainted</b><br><br><br><b>Position/Title/Profession</b> |
| <b>Name</b> _____<br><b>Address</b> _____<br><b>City/State/Zip</b> _____<br><b>Telephone Number</b> (    ) _____ | <b>Number of Years Acquainted</b><br><br><br><b>Position/Title/Profession</b> |
| <b>Name</b> _____<br><b>Address</b> _____<br><b>City/State/Zip</b> _____<br><b>Telephone Number</b> (    ) _____ | <b>Number of Years Acquainted</b><br><br><br><b>Position/Title/Profession</b> |

#### 6. GENERAL

**COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.**

For questions A-C, attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Remember to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, socio-economic groups, and educational levels?

**APPLICANT PLEASE READ CAREFULLY 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 work. All information provided and statements made are subject to verification.

**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: \_\_\_\_\_