

**APPLICATION FOR EMPLOYMENT**  
**Washburn County Economic Development Corporation, Wisconsin**  
**208 Vine Street**  
**Spooner, WI 54801**

The Washburn County Economic Development Corporation, Wisconsin is an equal employment opportunity and affirmative action employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, gender, national origin, ancestry, veteran status, marital status, sexual orientation or the presence of any non-job-related medical condition or disability, or other characteristics protected by law. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. Please contact us at (715) 635-8242 if you need an accommodation to participate in the application process.

PLEASE PRINT

POSITION APPLIED FOR: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
( ) ( ) ( )

**GENERAL INFORMATION**

1. Have you ever applied for a job with The Washburn County Economic Development Corporation in the past? If yes, please give the date of application and the position for which you applied. \_\_\_ Yes \_\_\_ No
  
2. Do you have a valid drivers license? Are you willing to use your personal vehicle for business? Are you willing to provide us with a certificate of insurance as an additional insured? If you answer no to any of these please explain. \_\_\_ Yes \_\_\_ No
  
3. The Current opening is a salaried position which requires working outside the hours of a normal work week & day, will you be able to do so? (See attached job description) If no, please explain: \_\_\_ Yes \_\_\_ No
  
4. Do you have any commitments to another employer or organization that might affect your availability for employment or conflict with the Washburn County Economic Development Corporation? If yes, please explain: \_\_\_ Yes \_\_\_ No
  
5. If hired, can you furnish proof that you are at least 18 years of age and that you are eligible to work in the United States? If no, please explain: \_\_\_ Yes \_\_\_ No
  
6. Are you currently employed? \_\_\_ Yes \_\_\_ No

7. May we contact your present and past employers? If no, please explain:

Yes  No

8. Have you been convicted of a felony or misdemeanor, or released from prison in the past 10 years or Are you charged with an unresolved criminal charge ? **Note: A yes answer will not automatically disqualify you from employment.** If yes, please explain:

Yes  No

9. Are you able to perform the tasks listed on the enclosed/attached job description with or without an accommodation? If no, what accommodation is required?

Yes  No

10. Have you had any job related training in the United States Military? If yes please describe:

Yes  No

**EDUCATIONAL DATA**

SCHOOLS ATTENDED	NAME AND LOCATION OF SCHOOL (CITY & STATE)	DID YOU GRADUATE?	WHAT DEGREE/ DIPLOMA/ CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	CIRCLE HIGHEST GRADE COMPLETED 9 10 11 12			
TECHNICAL, VOCATIONAL, BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
PROFESSIONAL SEMINARS				

Please provide below any additional information you believe would be of value in considering you for employment. Include any JOB RELATED professional or trade certifications, licenses, equipment qualified to operate, computer systems or hardware/software, and any other JOB RELATED special skills and abilities, classes, workshops or seminars attended:

**EMPLOYMENT HISTORY - PRESENT & FORMER EMPLOYERS**  
**ATTACH ADDITIONAL SHEET IF NECESSARY • PLEASE COMPLETE EVEN IF A RESUME IS INCLUDED**

Present or Last Employer – Company Name:	Dates of Employment From: To:
Address:	Supervisor's Name and Job Title:
City, State, Zip:	Supervisor's Phone Number:
Your Job Title: Job Duties:	Reason for Leaving:  May We Contact? ___ Yes ___ No
Final Pay: \$ _____ per _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other

Next Previous Employer – Company Name:	Dates of Employment From: To:
Address:	Supervisor's Name and Job Title:
City, State, Zip:	Supervisor's Phone Number:
Your Job Title: Job Duties:	Reason for Leaving:  May We Contact? ___ Yes ___ No
Final Pay: \$ _____ per _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other

Next Previous Employer – Company Name:	Dates of Employment From: To:
Address:	Supervisor's Name and Job Title:
City, State, Zip:	Supervisor's Phone Number:
Your Job Title: Job Duties:	Reason for Leaving:  May We Contact? ___ Yes ___ No
Final Pay: \$ _____ per _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other

Next Previous Employer – Company Name:	Dates of Employment From: To:
Address:	Supervisor's Name and Job Title:
City, State, Zip:	Supervisor's Phone Number:
Your Job Title: Job Duties:	Reason for Leaving:  May We Contact? ___ Yes ___ No
Final Pay: \$ _____ per _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff <input type="checkbox"/> Other

Please account for any time you were not employed after leaving school in the past ten years (You need not list any unemployment periods of one month or less).

Time Period(s)

Reason(s) for Unemployment

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

**REFERENCES - LIST THREE WORK-RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS**

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>	<u>PHONE NUMBER</u>	<u>OCCUPATION</u>
1.				
2.				
3.				

**OTHER JOB-RELATED EXPERIENCE:** Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Provide below specific examples of your skill sets that you will use to perform the job you are applying for.

**RESIDENCE HISTORY - PRESENT & FORMER RESIDENCES**  
**ATTACH ADDITIONAL SHEET IF NECESSARY**

Present or Last Address:	City, State, Zip:
Dates of Residence From: To:	Landlord or neighbor: Name, Address and telephone number
Next Previous Address:	City, State, Zip:
Dates of Residence From: To:	Landlord or neighbor: Name, Address and telephone number
Next Previous Address:	City, State, Zip:
Dates of Residence From: To:	Landlord or neighbor: Name, Address and telephone number

Next Previous Address:	City, State, Zip:
Dates of Residence From: To:	Landlord or neighbor: Name, Address and telephone number
Next Previous Address:	City, State, Zip:
Dates of Residence From: To:	Landlord or neighbor: Name, Address and telephone number

Next Previous Address:	City, State, Zip:
Dates of Residence From: To:	Landlord or neighbor: Name, Address and telephone number

**IMPORTANT**  
**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

Initials

\_\_\_\_\_ I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete. I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by The Washburn County Economic Development Corporation if discovered at a later date. I agree to immediately notify The Washburn County Economic Development Corporation if I should be convicted of a felony, or be charged with any crime while my job application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to The Washburn County Economic Development Corporation in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ If offered a job that requires it, I give permission for a drug test and a job-related complete physical examination, and I consent to the release to The Washburn County Economic Development Corporation of any medical information they deem necessary in assessing my capability to perform the essential functions of the work for which I am applying (with or without a reasonable accommodation).

\_\_\_\_\_ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with The Washburn County Economic Development Corporation.

\_\_\_\_\_ I understand that if employed and my employment is terminated by The Washburn County Economic Development Corporation for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may be terminated at any time. I understand that only The Washburn County Economic Development Corporation is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Signed: \_\_\_\_\_ Date \_\_\_\_\_