



# ASHLAND COUNTY SHERIFF'S OFFICE

Attn: Chief Deputy  
 220 6<sup>th</sup> Street East  
 Ashland, WI 54806

**NOTICE:** Application must be typewritten online, then printed, signed and delivered or mailed to the above address. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete will not be considered. 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. All correspondence will be done via email to expedite the hiring process. Please check your email daily.

## EMPLOYMENT APPLICATION FOR:

Specify Position Title from the drop down menu:  
 Indicate if you would accept employment full-time, part-time or either:

### 1. PERSONAL INFORMATION

Name in Full (Last, First, Middle)			Social Security Number		
Address (Apartment, Street, P.O. Box)				Home Telephone Number	
City	State	Zip Code	Work Telephone Number		
Email Address <i>(This will be the primary way we correspond with you)</i>				Cell Phone Number	

- |  |     |    |   |     |    |
|--|-----|----|---|-----|----|
| 1.) Are you at least 18 years old?                 | Yes | No | 7.) Do you have a driver's license from another state?          | Yes | No |
| 2.) Are you a United States Citizen?               | Yes | No | If yes, which state(s)?   |     |    |
| 3.) Do you have a valid WI driver's license?       | Yes | No | 8.) Have you been convicted of a felony?                        | Yes | No |
| 4.) Are you able to perform all duties of the job? | Yes | No | 9.) Have you filed an application with us before?               | Yes | No |
| If no, explain:                                    |     |    | 10.) Have you ever been employed by Ashland County?             | Yes | No |
| 5.) Do you have related training in the military?  | Yes | No | If yes, when?   |     |    |
| If yes, explain:                                   |     |    | 11.) Do you have pending criminal charges anywhere?             | Yes | No |
| 6.) Did you complete at least 60 college credits?  | 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		
<b>High Schools:</b>					
<b>College:</b>					
<b>Basic Recruit School:</b>					

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:</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>	<p>Reason for Leaving</p>
<p>Name</p> <p>Street</p> <p>City, State</p> <p>Supervisor's Name/Telephone:</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>	<p>Reason for Leaving</p>
<p>Name</p> <p>Street</p> <p>City, State</p> <p>Supervisor's Name/Telephone:</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>	<p>Reason for Leaving</p>
<p>Name</p> <p>Street</p> <p>City, State</p> <p>Supervisor's Name/Telephone:</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>	<p>Reason for Leaving</p>

#### 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.

#### 5. REFERENCES

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

<b>Name</b>  <b>Address</b>  <b>City/State/Zip</b>  <b>Telephone Number</b>	<b>Number of Years Acquainted</b>    <b>Position/Title/Profession</b>
<b>Name</b>  <b>Address</b>  <b>City/State/Zip</b>  <b>Telephone Number</b>	<b>Number of Years Acquainted</b>    <b>Position/Title/Profession</b>
<b>Name</b>  <b>Address</b>  <b>City/State/Zip</b>  <b>Telephone Number</b>	<b>Number of Years Acquainted</b>    <b>Position/Title/Profession</b>

#### 6. GENERAL

- 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.

**AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH ASHLAND 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 because of false, incomplete or misleading statements, answer or omissions made by me in this application.

I hereby empower an employee of the Ashland County Sheriff's Office to obtain information and records, within one year of the date of this release, pertaining to me from any or all of the following sources:

- 1. Municipal, State, or Federal law enforcement agencies
- 2. Selective Service System
- 3. Any banking institution
- 4. Any place of business (for purposes of obtaining credit or employment data)
- 5. Credit rating bureaus or institutions
- 6. Any previous employer
- 7. Present employer
- 8. Any school, college, university, or other educational institution
- 9. Any law enforcement or jail officer

**Exceptions to this blanket authorization**

- 1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans With Disabilities Act).
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

This release is executed to authorize Ashland County Sheriff's Office as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature - Full Name*

\_\_\_\_\_ *Address - Street and Number*

\_\_\_\_\_ *City* *State* *Zip*

Witness: \_\_\_\_\_  
*Signature*

## ASHLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Note: This information will not be shared with those individuals involved in the interviewing process. The information will be kept confidential with the exception of some government representatives who may be provided with this information in compliance with various laws and regulations.*

### Additional Employee Information

Name

Last	First	Middle	Date
Job Title		SHERIFF'S OFFICE	

\*Date of Birth is required for criminal background check

1. Date of Birth      /      /

---

Month      Date      Year

(The following information is not requested on our employment application)  
Please complete the following for inclusion in your personnel file

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.

Male                       Female

**Black**, not of Hispanic origin, persons having origins in any of the Black racial groups of Africa.

Male                       Female

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

Male                       Female

**Asian or Pacific Islander**, person 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).

Male                       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.

Male                       Female

\* Name of Tribe:

\* Agency or reservation where tribal enrollment records are kept:

3. **Ashland 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 Ashland County? Yes  No

If yes, please specify:

Name	Relationship	Position
Applicant's signature:	Date signed:	