



## **Clark County-Office of Personnel**

517 Court Street - Room 205 • Neillsville, WI 54456  
Phone (715) 743-5298 • Fax (715) 743-5159 • [www.co.clark.wi.us](http://www.co.clark.wi.us)

### **Directions for Completing the Clark County Application for Employment**

Please complete all the information in its entirety. If a question is not applicable, please indicate it as such.

Read the application carefully and ensure it is complete before signing. Applications which appear to have incomplete or inaccurate information may not be considered further during the recruitment process and filling of vacancies.

[Please submit applications per the instructions on the job announcement.](#)

**Thank you for your interest in employment with Clark County.**

**APPLICATION FOR EMPLOYMENT  
CLARK COUNTY**  
Clark County Courthouse  
517 Court Street, Neillsville, WI 54456

**APPLICANT INFORMATION:**

First Name		Last Name		Middle Initial
Address 1				
Address 2				
City		State	Zip	
Phone Number		Cell Number	Email	
Are you a US Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please list type of Visa:		
Are you at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please indicate date of birth:		

**POSITION INFORMATION:**

Position Applying For	Date Available for Work
Type of Work Desired	Shift Desired
Current Salary (*Required)	
Where did you hear of this employment opportunity?	
<input type="checkbox"/> Shopper <span style="margin-left: 150px;"><input type="checkbox"/> Job Center</span> <input type="checkbox"/> Thorp Courier <span style="margin-left: 150px;"><input type="checkbox"/> TRG</span> <input type="checkbox"/> Clark County Press <span style="margin-left: 150px;"><input type="checkbox"/> Friend</span> <input type="checkbox"/> Tribune Phonograph <span style="margin-left: 150px;"><input type="checkbox"/> Other</span> <input type="checkbox"/> O-W Enterprise	

**PROFESSIONAL/WORK EXPERIENCE:**

The information regarding your previous experience will be carefully reviewed to determine your qualifications in relation to the position for which you are applying. Please be specific in your responses. Please include in the description of your duties any supervisory responsibilities and any equipment operated, if applicable. Please list information with most recent experience first. Please list any additional pertinent employment, not shown above, on a separate sheet.

Employer's Name	Supervisor Name and Title	
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain
Phone Number	Dates of Employment	
Address		
City	State	Zip Code
Position (s) Held (if multiple, please indicate dates for each)		
Type of Position Worked	Number of Employees Supervised?	
Reason for leaving		
Duties performed		

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Employer's Name			Supervisor Name and Title	
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain	
Phone Number			Dates of Employment	
Address				
City			State	Zip Code
Position (s) Held (if multiple, please indicate dates for each)				
Type of Position Worked			Number of Employees Supervised?	
Reason for leaving				
Duties performed				

Employer's Name			Supervisor Name and Title	
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If no, please explain	
Phone Number			Dates of Employment	
Address				
City			State	Zip Code
Position (s) Held (if multiple, please indicate dates for each)				
Type of Position Worked			Number of Employees Supervised?	
Reason for leaving				
Duties performed				

<b>Please list any professional licenses or certifications:</b>			
Type	State	Expiration Date	License/Registration Number
Type	State	Expiration Date	License/Registration Number
Type	State	Expiration Date	License/Registration Number

**EDUCATION:**

Do you have a High School Diploma/HSED or GED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Type of School	Name and Location (Name, City & State)	Course of Study	Yr. Completed	Did you Graduate?	Year Graduated	Diploma or Degree

Please list any other applicable/related coursework or training:


**ADDITIONAL INFORMATION:**

Please list all office machines, heavy equipment, or any other equipment related to the job you are applying for that you are skill in operating (i.e. personal computer, dictation equipment, front-end loader, etc.):

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Do you possess a valid driver's license?		License Number and State of Issuance
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Do you possess a valid commercial driver's license?		If "yes," please check all subclasses	<input type="checkbox"/> Class A- Commercial Motor Vehicle <input type="checkbox"/> Class B- Commercial Motor Vehicle <input type="checkbox"/> Class C- Commercial Motor Vehicle <input type="checkbox"/> Class D- Regular (Auto, Light, Moped) <input type="checkbox"/> Class M- Motorcycle
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License Number and State of Issuance	
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Endorsements: <input type="checkbox"/> P- Transporting Passengers <input type="checkbox"/> T- Doubles and Triples <input type="checkbox"/> N- Tank Vehicles	<input type="checkbox"/> S- School Bus <input type="checkbox"/> F- Farm Services
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<input type="checkbox"/> H- Hazardous Materials
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If you do not have one or either of these license, would you be eligible to obtain such a license if required by the position for which you are applying?	
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Please describe any additional job-related skills or abilities you may possess, which are not mentioned above. This information may include extracurricular activities, volunteer work, etc. Please indicate length of time involved with any groups or committees.


Please list three (3) references which are neither a relative nor a supervisor whom we may contact in regard to your qualifications.

Name	Title/Occupation & Relationship – (i.e. how you know this person – teacher, co-worker, etc.)	Company Name/Address	Contact Information

**PLEASE READ CAREFULLY BEFORE SIGNING**

I authorize Clark County, at the time of my application for employment or during the course of my employment, to obtain information from any source indicated regarding my education, experience, competence, character as it relates to the position for which I applied or in which I may be employed unless otherwise stated. I certify that the information contained in this application is true, complete and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of the application. I agree that all statements made may be investigated. I also understand that I may be required to successfully complete a medical exam for initial and continued employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

CLARK COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER