**FOR EMPLOYERS ONLY**

**Employment Opportunity Form**

To submit a new announcement, complete the form below. If you need to make changes to your Employment Announcement, please contact [WILENET](https://wilenet.widoj.gov/).

**Position Title**:  **Gender**:

If “other” please clarify:

**Agency Name**:

**City**:

**State**: WI

**Applications are now**

**being accepted to**:  Fill vacancy

(Check one or both)  Establish Eligibility List

**Type of Opening**:  Full-Time

(Check all that apply)  Part-Time

Seasonal

**Salary Minimum**       Per

**Salary Maximum**       Per

or  Dependent on Qualifications

**Position**

**Responsibilities**:

**Lateral Transfer Program:**

**Description of Lateral Transfer Program:**

**Benefits**:  Clothing Allowance

(Check all that apply)  Deferred Compensation

Dental

Education Incentive Pay

Health Insurance

Life Insurance

Longevity

Paid Holidays – number:

Sick Leave

Vacation

Wisconsin Retirement Fund

Other Benefits:

**Qualifications**:  Ability to handle several tasks simultaneously

(Check all that are required  **\***Ability to perform essential functions of this position

and/or apply)  **\***Ability to possess a firearm

\*Minimum Recruitment Requirement by statute for sworn full-time/part-time law enforcement officers.

\*Minimum recruitment  \*Ability to use all standard law enforcement equipment

requirements by statute for  Able to work evenings, weekends, and holidays

sworn full-time/part-time  Clear and concise speech

**\***High School Diploma

\*60 College Credits OR associate degree

Bachelor’s Degree

Master’s degree

**\***Driver’s license

Eligibility for Wisconsin Law Enforcement Standards Board Certification

Good Driving Record

Good Physical Condition

**\***Good verbal and written communications skills

Knowledge and skills in operating computer systems

**\***Minimum Age:

No domestic abuse convictions

\*No felony convictions

Previous experience

React quickly and effectively to stressful situations

Supervisory/Management Experience

U.S. citizen

Vision correctable to 20/20

Ability to keyboard/type words per minute

Bilingual

Other qualifications:

**Application** **Time**:   :   

**Deadline**: **Date**:

**(Wilenet only allows a 60-day posting period)**

**Application**  DJ-LE 330

**Requirements**:  Resume

(Check all that apply)  Agency application

To Obtain:

Example: https://wilenet.widoj.gov/index.html

**Application Contact**:

Name

Title

Agency

Address

Additional Address

City

State WI

Zip Code

Phone

Fax

Email

Internet Address

Example: https://website.com

**Notes**:  **\***Background check

(Check all that are required  Drug screening

and/or apply)  **\***Medical examination

\*Oral interviews

**\***Physical fitness/agility screening

Polygraph examination

Psychological examination

Residency required

Vision examination

Written Exam

Other:

Affirmative Action (AA)

American Disability Act (ADA)

Equal Opportunity Employer (EOE)

**Submit Completed Applications to: Miranda Lenz @** [**lenzme1@doj.state.wi.us**](mailto:lenzme1@doj.state.wi.us)