**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**