



**Letter of Instructions to Applicants for the Position of  
COMMUNITY SERVICE OFFICER (PART-TIME)**

ON THE FOX

Thank you for your interest in the Part-Time Community Service Officer position. Materials in this packet will tell you more about the position, how to make formal application and requirements each applicant must satisfy to be eligible for placement.

To aid you in filling out the application materials, we would offer these suggestions:

1. Carefully read the position description and position qualifications included in the application packet. Please be sure the Application for Employment form that you complete and return has information that shows you meet the qualifications described. You may also enclose any materials that help establish your qualifications for the position.
2. Complete and return the Equal Opportunity Information form and Diversified investigations, LLC Background Check forms.
3. Complete the Application for Employment form. Read and sign the statement at the bottom of the last page.

Completed applications should be delivered or addressed to:

HR Director  
City of Kaukauna  
201 West Second Street  
PO Box 890  
Kaukauna, WI 54130-0890

**COMPLETED APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON FRIDAY, OCTOBER 13, 2017. AN EXCEPTION SHALL BE MADE FOR APPLICATIONS WHICH ARE MAILED AND POSTMARKED NO LATER THAN MIDNIGHT ON FRIDAY, OCTOBER 13, 2017.**

At some point during the process leading to the appointment, it may be necessary to disclose the name of applicants under consideration, their address and current employer. The possible disclosure of this information is made necessary by provisions in the Wisconsin Public Records Law and the interpretation of these provisions by legal counsel and the courts as they apply to information made available to units of government by prospective employees. Other information you provide will, normally, not be made available except to officials involved in the screening, testing and selection process.

If you have further questions, write to the address listed above or call Human Resources at (920) 766-6375.



City of Kaukauna  
 144 W. Second Street  
 P.O. Box 890  
 Kaukauna, WI 54130  
 (920) 766-6310  
 fax: (920) 766-6324

**EMPLOYMENT APPLICATION**

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to age, race, creed, color, handicap/disability, marital status, gender, national origin, ancestry, sexual orientation, military service, non job-related arrest or conviction record or any other basis prohibited by law.

Are you at least 18 years of age? Y  N

If No, are you at least 16 years of age? Y  N

Do you have a valid driver's license? Y  N

Position(s) Applied For: <b>Community Service Officer (Part Time)</b>		Type of Employment: Full-Time <input type="checkbox"/> Summer <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Date of Application: _____ Date Available for Work: _____
Name of Applicant: Last Name		First Name		Middle Initial
Address (No., Street, Apt. No., City, State, ZIP)				
Primary Telephone ( )		Secondary Telephone ( )		E-mail Address
Previous Addresses Within the Last 3 Years Other Than Address Above				

**Education**

School	Name and Address of School	No. of Yrs. Completed	Major Subjects	Diploma/Degree
High School				Y/N
College/Technical College				Y/N
Graduate School				Y/N
Other (Specify)				Y/N

**Special Skills**

- If relevant, please describe word processing speed, software knowledge, and technical equipment experience.
- If relevant, please describe experience using any machinery and equipment.
- Other qualifications. (Summarize certifications, special job-related skills, and qualifications acquired from employment or other experience.)

**Work Experience (Start with most recent; use separate sheet if necessary.)**

1. Name of Employer		Telephone (       )
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From:                      To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		
2. Name of Employer		Telephone (       )
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From:                      To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		
3. Name of Employer		Telephone (       )
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From:                      To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status? Yes  No   
(If hired, proof of citizenship or immigration status will be required.)

Have you ever been employed with us before? Yes  No

If yes, when? \_\_\_\_\_

Do you know anyone who works at the City of Kaukauna? Yes  No

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

Have you ever been terminated or disciplined at a job?

Yes  No  If so, list the employer, date and nature of alleged offense.

#### Personal/Professional References

Name	Relationship	Address	Telephone

1. I hereby certify that all statements and facts set forth in my application are true and complete. I understand that any false statement, concealment, or failure to answer any question fully and accurately will be grounds for terminating my employment, if I am hired by the City of Kaukauna (City).
2. It is my understanding that the City will make a thorough investigation of my employment history and may verify all data given in my application for employment, related papers, or oral interviews.
3. I authorize investigation of all statements and matters contained in my employment application, which the City may deem relevant to my employment. I authorize all former employers and educational institutions to release to the City all information and records pertaining to me.
4. I release the City, my past employers, and other people having information concerning me from all claims or liabilities based on the inquiries or disclosures authorized by this agreement.
5. If I become employed, I agree to comply with all City rules, regulations, and policies and learn and understand all policies and policy revisions as set forth by the City. I understand that failure to do so will subject me to disciplinary action up to and including termination of employment. I also understand that any employment will occur on an at-will basis, meaning that either I or the City can terminate the employment relationship at any time, with or without notice, and with or without cause or reason.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

## **Sec. 1-9-7 Community Service Officer**

**(a) Work Unit.** City of Kaukauna Police Department

**(b) Immediate Supervisor.** Sergeant

**(c) Position in Brief.**

- 1) This is an entry-level civilian position responsible for assisting in the day-to-day operation of the police department.
- 2) The community service officer will assist patrol officers in handling community service related calls.

**(d) Essential Knowledge, Skills and Job-Related Experience Required**

- 1) Ability to drive a motor vehicle; possess and maintain a valid Wisconsin Drivers license.
- 2) Knowledge of Defensive Driving techniques.
- 3) Knowledge of the precautions necessary to work safely in and around Vehicular traffic.
- 4) Ability to gather information and complete reports.
- 5) Ability to assist and communicate with the public.
- 6) Ability to maintain effective relationships with other employees.
- 7) Ability to understand and carry out oral and/or written instructions.
- 8) Ability to adapt to quickly changing work environment.

**(e) Special Qualifications Required or Desired**

- 1) Completion of a high school degree
- 2) Posses a valid Wisconsin motor vehicle operator license.

**(f) Essential Functions**

- 1) Issue Parking tickets, warning notices and citations for animal, bicycle or other local ordinance violations.
- 2) Patrol parks to insure buildings are secured and parks are vacated at closing time.
- 3) Direct traffic and assist with crowd control at accidents, fire scenes, Disaster scenes and other times under the direction of a patrol officer.
- 4) Assist stranded or stalled vehicles.
- 5) Pick up and impound unwanted, stray, sick or improperly cared for Animals and take appropriate enforcement action.
- 6) Finger print citizens.
- 7) Keep records and enforce junked/stored vehicle ordinances.
- 8) Any other organizational functions as required by the Chief or their Designee

**(g) Physical Requirements in Performing Tasks Listed.**

- 1) Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, climb, run, crawl, bend, and lift heavy objects.



# City of Kaukauna

## COMMUNITY SERVICE OFFICER (PART-TIME)

### HOURS

- Part-time position in the Kaukauna Police Department
- Approximately 20 hours per week, Monday-Friday, 8:00 a.m. – 12:00 (may vary)

### QUALIFICATIONS

- Mature
- Motivated
- Highly energetic individual
- Must be a U.S. Citizen
- Must possess a valid driver's license
- Police Science students preferred

### COMPENSATION

\$11.24/hour

### BENEFITS

- Vacation and Holiday Pay

## Consent to Conduct Background Investigation

I understand that I am  APPLYING FOR the position of: \_\_\_\_\_ /  VOLUNTEERING with /  
 EMPLOYED with City of Kaukauna and am required to have a background investigation completed as requested. I understand that the following personal records are subject to being queried and reviewed by DIVERSIFIED Investigations, llc:

- |  |  |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
|--|--|--------------------------------------|-------------------------------------|-------------------------------|-------------------------------------|----------------------------------|-------------------------------------|-------------------------|-------------------------------------|------------------------------|--------------------------|--|--|--------------------------|-----------------------------------|--------------------------|----------------------|--------------------------|----------------|--------------------------|---|--------------------------|-------------------------------------|--------------------------|----------------------------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Social Security/Address Verification</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Local law enforcement queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Sexual offender database queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Public database queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>State criminal/civil queries</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Driver's license records (as applicable to the position)</td></tr> </table> | <input checked="" type="checkbox"/>                      | Social Security/Address Verification | <input checked="" type="checkbox"/> | Local law enforcement queries | <input checked="" type="checkbox"/> | Sexual offender database queries | <input checked="" type="checkbox"/> | Public database queries | <input checked="" type="checkbox"/> | State criminal/civil queries | <input type="checkbox"/> | Driver's license records (as applicable to the position) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Professional/Character References</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Neighborhood Canvass</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Drug screening</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Education and Professional License Verification</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Employment Verification &amp; Reference</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Credit Report / Civil Litigation</td></tr> </table> | <input type="checkbox"/> | Professional/Character References | <input type="checkbox"/> | Neighborhood Canvass | <input type="checkbox"/> | Drug screening | <input type="checkbox"/> | Education and Professional License Verification | <input type="checkbox"/> | Employment Verification & Reference | <input type="checkbox"/> | Credit Report / Civil Litigation |
| <input checked="" type="checkbox"/>  | Social Security/Address Verification                     |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | Local law enforcement queries                            |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | Sexual offender database queries                         |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | Public database queries                                  |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | State criminal/civil queries                             |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Driver's license records (as applicable to the position) |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Professional/Character References                        |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Neighborhood Canvass                                     |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Drug screening   |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Education and Professional License Verification          |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Employment Verification & Reference                      |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Credit Report / Civil Litigation                         |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |

I further understand that the results of this investigation will be forwarded to City of Kaukauna and that agents of DIVERSIFIED Investigations, llc will not discuss the findings of the investigation with anyone other than appropriate members of the City of Kaukauna staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

Therefore, I do hereby grant permission to City of Kaukauna, and DIVERSIFIED Investigations, llc, to conduct a due diligence background investigation. All information is subject to the Fair Credit Reporting Act (FCRA--see [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)).

**\*\* NOTE:** I understand that this consent is revocable by providing written notice to both DIVERSIFIED Investigations, llc and City of Kaukauna.

### TO BE COMPLETED BY APPLICANT

The Following Information Is for Identification and Investigative Purposes Only.  
 Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Last Name												
First Name												
Middle Name												
Current Address											Apt.#	
City										State	Zip	
Social Security Number						Phone						
Date of Birth						Sex: (circle one) Male / Female						
Driver's License No.											State	
Other Last Names Used (Include Maiden Names)												
Email Address												
LIST EVERY CITY AND STATE YOU HAVE EVER LIVED and the Month/Year you began living there			STATE CODE	CITY	MO/YR				STATE CODE	CITY	MO/YR	ADD EXTRA PAGES, AS NEEDED
Please check one of the following ethnic categories:												
White (Not of Hispanic Origin)				Black (Not of Hispanic Origin)				Asian or Pacific Islander				
Hispanic				American Indian or Alaskan Native				I do not wish to answer				
Have you ever been convicted <b>OR</b> do you have any charges pending? You must include traffic and local ordinance citations (Provide answer on right). You are required to include convictions that have been EXPUNGED. If YES, list charge(s) and year below.											<input type="checkbox"/> YES* <input type="checkbox"/> NO *Does not automatically bar you from employment/volunteering	
Charge				Year		Charge				Year		

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 My consent will remain in force for a period no longer than a year from the date this document is signed.

**CONFIDENTIAL**  
**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**  
City of Kaukauna

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The City of Kaukauna is an equal opportunity employer. The Federal government requires the City to periodically compile and report data on applicants and employees. This form helps the City collect the needed data. As completed employment applications are received, this form is removed and kept separate from other application materials. City officials involved in making hiring decisions do not have access to the information you provide nor will information you provide be used in making hiring decisions. Your cooperation will be appreciated.

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

CITY/VILLAGE/TOWN: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

SEX:  MALE

FEMALE

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

DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ETHNIC CATEGORY (Check One):**

- AMERICAN INDIAN OR ALASKAN NATIVE.** All persons having origins in any of the original peoples of North America.
- ASIAN or PACIFIC ISLANDER.** All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This includes, for example, China, Japan, the Philippine Islands and Samoa. Also, persons from the Indian subcontinent including people with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim and Sri Lanka.
- BLACK (not of Hispanic origin).** All persons having origins in any of the Black racial groups.
- HISPANIC.** All persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture regardless of race.
- WHITE (not of Hispanic origins).** All persons having origins in any of the peoples of Europe, North Africa or the Middle East.

**SPECIAL CATEGORY: Do you wish to identify yourself as:**

- A QUALIFIED HANDICAPPED INDIVIDUAL** who (1) has a physical or mental impairment which substantially limits one or more of a person's major life activities, or (2) has a record of such impairment, or (3) is regarded as having such impairment, and (4) is capable (qualified) of performing a particular job with reasonable accommodation to his or her handicap?
- A QUALIFIED DISABLED VETERAN** who (1) is entitled to disability compensation under laws administered by the U.S. Veterans Administration for disability rated at 30% or more, or (2) whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, or (3) is capable (qualified) of performing a particular job with reasonable accommodation to his or her ability?
- A VIETNAM ERA VETERAN** who actively served for more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was released with other than a dishonorable discharge, or was released from such active duty for a service-connected disability and was discharged/released within 48 months prior to an alleged violation of the Act and/or of the regulation issued thereunder on July 26, 1976?