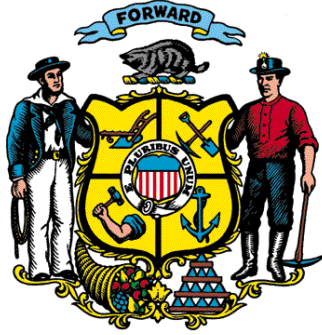


STATE OF WISCONSIN

APPLICATION FOR STATE EMPLOYMENT



General Instructions

- These instructions are for use in completing the Application for State Employment, form OSER-DMRS-38.
- Applications will be accepted **only** for vacancies announced online at www.Wisc.Jobs, WiscERS.state.wi.us (for at-risk or laid-off state employees only), or in the Wisc.Jobs Bulletin.
- **Read the announcement carefully and submit application materials to the address listed in the announcement.**
- **Print clearly!** If we cannot read your information we cannot process your application.
- You **must** provide the following: **job announcement title, job announcement code, first name, last name, last four digits of social security number, month of birth, day of birth, mother's maiden name (last name only), mailing address, city, state, zip code, country, legal authorization to work in the U.S., Wisconsin residency, work hours, county(ies) where you will accept employment, and signature on certification statement.**
- You must ensure that the completed, signed application is received on or before the announced deadline date, at the specified location. **The Office of State Employment Relations (OSER) and other state agencies are not responsible for late, lost, misdirected or damaged mail.**
- You may take clean photocopies of the application, printed front and back on one sheet of paper, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found online at <http://OSER.state.wi.us> under "Jobs" at Application Forms.
- Qualified persons with a disability may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form OSER-MRS-159, found online at <http://OSER.state.wi.us> under "Jobs," at Application Forms.
- Questions should be directed to the contact in the job announcement, or the Office of State Employment Relations, Employment Services Center can be contacted by telephone (608) 266-1731, or e-mail ESC@wisconsin.gov.
- **SCORE REUSE**: Some exams allow applicants to reuse their score instead of retaking the exam, and the grade notice will indicate if an applicant can use this option. Applicants interested in score reuse should do so by the Score Reuse date indicated on their Notice of Examination Results or Reuse Score By date in their online Wisc.Jobs job cart. This can be completed online by creating an account on www.Wisc.Jobs or checking the score reuse box in section 1 of this application (under the job announcement title) and submitting to the contact on your grade notice or the Office of State Employment Relations, P.O. Box 7855, Madison, WI 53707-7855. Applicants also may call the Office of State Employment Relations, Employment Services Center at (608) 266-1731, or e-mail ESC@wisconsin.gov. Refer to www.Wisc.Jobs or the contact listed in the job announcement for more information.

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1. JOB ANNOUNCEMENT TITLE

A job title is required to process your application. Complete an application for each job you apply for unless the job titles were announced in the same announcement. Enter the job title as it appears in the announcement.

JOB ANNOUNCEMENT CODE

An accurate Job Announcement Code is required to process your application. The Job Announcement Code is listed in the heading of the job announcement. If the job announcement lists two Job Announcement Codes, enter the second code on the line provided.

2. NAME

A last name, first name, and middle initial (if applicable) are required to process your application.

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

The last four digits of your Social Security Number are required to process your application.

DATE OF BIRTH

Use numbers to identify the month and day you were born (MM and DD) example: January 2 would be 01 and 02. The month and day of your birth are required to process your application. Year of birth is optional and is used as an additional identifier only.

MAILING ADDRESS

Your Address, City, State, Zip Code and Country are required to process your application. If you have an existing Wisc.Jobs job card you may update your information online anytime at www.Wisc.Jobs. If you do not have an existing job card, you may create one at www.Wisc.Jobs or notify the Office of State Employment Relations by mail: P.O. Box 7855, Madison, WI 53707-7855; phone (608) 266-1731; or e-mail ESC@wisconsin.gov.

MOTHER'S MAIDEN NAME

This information is required to process your application. Enter your mother's maiden name (last name only) or another name or word that will serve as an additional identifier to make your applicant record unique.

PHONE NUMBER(S)

Please provide a phone number(s) where you can be reached if there are questions regarding your application or to schedule an interview.

3. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Completion of this section is required to process your application. Check YES only if you are one of the following: (1) a citizen or national of the United States; (2) a lawful permanent resident; or (3) an alien authorized to work in the United States.

4. WISCONSIN RESIDENCY

Completion of this section is required to process your application. Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

5. WORK HOURS

You must include the type of work you will accept in order for us to process your application. Check all types of work hours that you will accept.

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

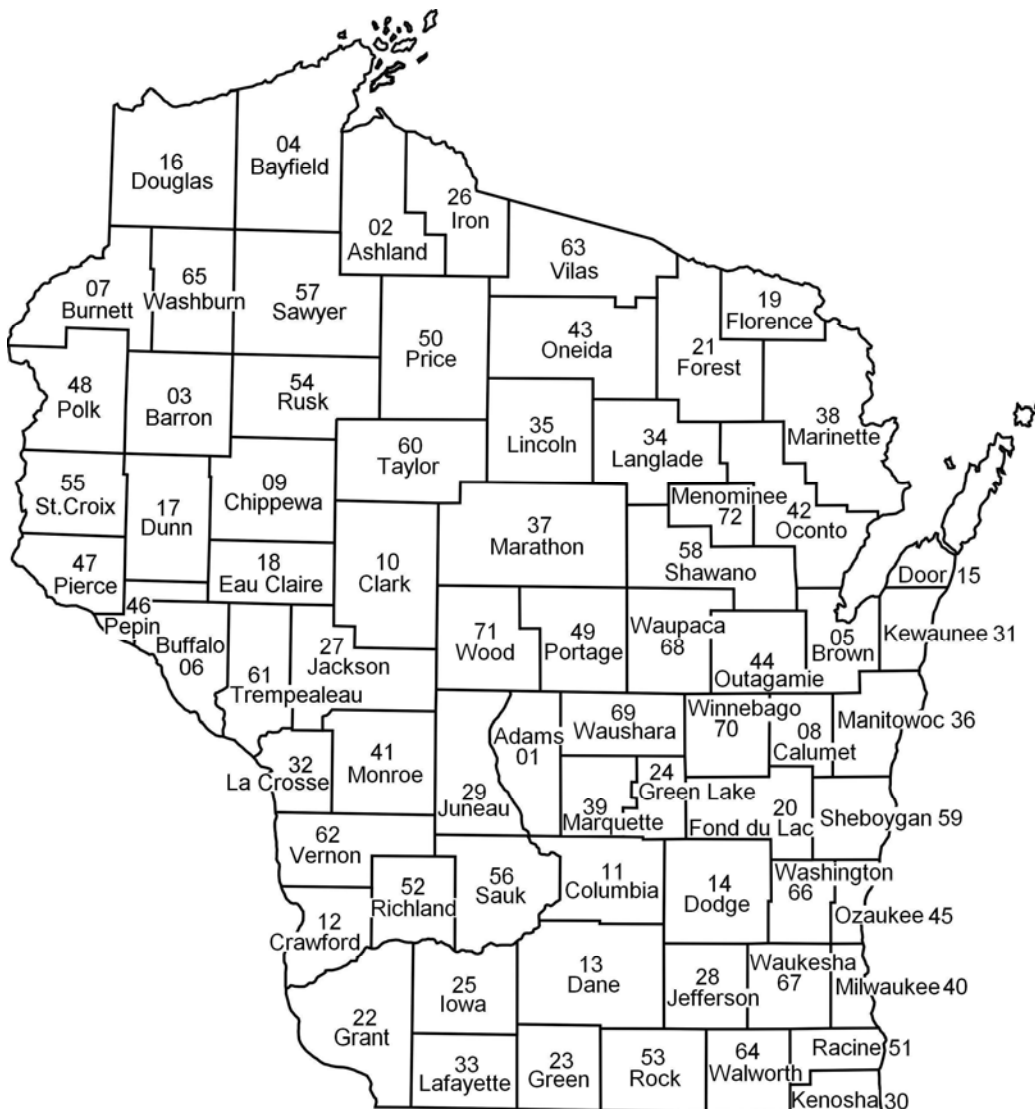
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6. COUNTIES WHERE YOU WILL ACCEPT EMPLOYMENT (PLEASE NOTE THAT COUNTY CODES HAVE CHANGED.)

At least one code is required to process your application. Select the desired code(s) below for the county(ies) where you will accept work and transfer that two-digit number to section 6 in the application. We will only consider you for jobs in the locations you indicate on your application.

Code	County	Code	County	Code	County	Code	County	Code	County
00 -	All Counties	15 -	Door	30 -	Kenosha	44 -	Outagamie	59 -	Sheboygan
01 -	Adams	16 -	Douglas	31 -	Kewaunee	45 -	Ozaukee	60 -	Taylor
02 -	Ashland	17 -	Dunn	32 -	La Crosse	46 -	Pepin	61 -	Trempealeau
03 -	Barron	18 -	Eau Claire	33 -	Lafayette	47 -	Pierce	62 -	Vernon
04 -	Bayfield	19 -	Florence	34 -	Langlade	48 -	Polk	63 -	Vilas
05 -	Brown	20 -	Fond du Lac	35 -	Lincoln	49 -	Portage	64 -	Walworth
06 -	Buffalo	21 -	Forest	36 -	Manitowoc	50 -	Price	65 -	Washburn
07 -	Burnett	22 -	Grant	37 -	Marathon	51 -	Racine	66 -	Washington
08 -	Calumet	23 -	Green	38 -	Marinette	52 -	Richland	67 -	Waukesha
09 -	Chippewa	24 -	Green Lake	39 -	Marquette	53 -	Rock	68 -	Waupaca
10 -	Clark	25 -	Iowa	40 -	Milwaukee	54 -	Rusk	69 -	Waushara
11 -	Columbia	26 -	Iron	41 -	Monroe	55 -	St. Croix	70 -	Winnebago
12 -	Crawford	27 -	Jackson	42 -	Oconto	56 -	Sauk	71 -	Wood
13 -	Dane	28 -	Jefferson	43 -	Oneida	57 -	Sawyer	99 -	Outside Wisconsin
14 -	Dodge	29 -	Juneau			58 -	Shawano		



Cities with population of more than 100,000:

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 40
- Green Bay is in Brown County, code 05

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7. GENDER - Check only one box.
8. RACE/ETHNICITY - Check only one box using the following definitions:
Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.
Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess ¼ degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.
Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
White--Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

9. EDUCATION LEVEL - Check only one box on the application. Indicate your single highest level of education completed.
10. HOW DID YOU FIND OUT ABOUT THIS JOB?
Please identify the source(s) of information that led you to apply for this vacancy. Use the check boxes on page 2 of the application.
11. ACTIVE MILITARY DUTY
If you are an active military duty member and unable to test at the regularly scheduled exam centers, complete this section along with the rest of the required application information, and return to the Office of State Employment Relations; Attention Exam Administration Coordinator; P.O. Box 7855; Madison, WI 53707-7855.
12. CERTIFICATION STATEMENT
Your application must be signed in order to process the application.



**Improve the State
of your career**

Search State of Wisconsin government employment opportunities online
at www.Wisc.Jobs.

Thank you for your interest in Wisconsin State Government employment. Wisconsin wants to find the best qualified people available to serve its citizens. Although everyone who applies cannot be hired, your application will be given every consideration.

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*** Indicates mandatory fields**

1. * Job Information

Job Announcement Title <i>(Complete an application for each job.)</i>	Job Announcement Code(s) <i>(seven digits)</i> ____ - ____ ____ - ____
☐ Score Reuse: Some exams allow applicants to reuse their exam scores. See page 1 of the instructions to learn more about score reuse.	

2. Personal Information

* Last Name:	* First Name:	Middle Initial:	
* Last Four Digits of Social Security Number: _____	* Month of Birth (MM): _____	* Day of Birth (DD): _____	Year of Birth (YYYY) <i>(optional)</i> ____
* Mailing Address 1:			
Mailing Address 2:		* Mother's Maiden Name: <i>(last name only)</i>	
* City:	* State:	* Zip Code:	* Country:
E-Mail Address:			
Daytime Phone Number:		Evening Phone Number:	
Other Phone Number (e.g., cell):		Fax Number:	

3. * Are you currently legally authorized to work in the United States? ☐ Yes ☐ No

4. * Are you a Wisconsin resident? ☐ Yes ☐ No

5. * Work Hours *(Check all that you will accept.)*

☐ Full Time (40 hrs/week)	☐ Evening 2 nd Shift (3pm to 11 pm or similar hours)
☐ Part Time (less than 40 hrs/week)	☐ Evening 3 rd Shift (11pm to 7am or similar hours)
☐ Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.)	

6. * Counties Where You Will Accept Employment *(PLEASE NOTE THAT COUNTY CODES HAVE CHANGED.)*

Note: We will only consider you for jobs in the locations you indicate below. You must identify at least one county for us to process your application. Enter 2-digit County Code(s) below using the list provided on page 3 of the instructions.

County Code(s): ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____

Application continues on next page

7. Gender

☐ Female	☐ Male
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8. Race / Ethnicity

(Check only one.)	
☐ 1. Black (not Hispanic)	☐ 3. American Indian or Alaskan Native
☐ 2. Asian or Pacific Islander	☐ 4. Hispanic
	☐ 5. White (not Hispanic)

9. Education Level

(Check highest level completed.)	
☐ 1. Did not complete high school/GED	☐ 5. One-year vocational diploma
☐ 2. Completed GED/HSED	☐ 6. Two-year associate degree
☐ 3. Graduated from high school	☐ 7. Bachelor's degree
☐ 4. Some college, no degree	☐ 8. Some graduate degree courses
	☐ 9. Graduate college degree

10. How did you hear about this job?

☐ 1. Office of State Employment Relations	Internet:
☐ 2. Job Service/Job Center	☐ 9. Wisc.Jobs
☐ 3. State Agency/UW Campus	☐ 10. JobCenterOfWisconsin.com (JobNet)
☐ 4. Wisc.Jobs Bulletin	☐ 11. State Agency/UW Campus Website
☐ 5. Referred by Current State Employee	
☐ 6. Referred by Friend or Family	☐ 12. Other: _____
☐ 7. Job Fair	Please list other source
☐ 8. Newspaper	

11. Active Duty Military

We will test active duty military members stationed out of state who are unable to test at a regularly scheduled exam center. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.	
Test Control Officer: Last Name: _____ First Name: _____ M.I.: _____	
Title: _____ Agency: _____	
Complete Mailing Address: _____	
City: _____ State: _____ Zip: _____ Phone: _____	

12. * Certification Statement

By signing below, I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

* Signature: _____ Date: ____ / ____ / ____