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State of Wisconsin Department of Corrections

YOUTH COUNSELOR ADVANCED SERVICE-WIDE PROMOTIONAL EXAM JOB ANNOUNCEMENT CODE: 08-00294

Dear Applicant:

This job opportunity is open ONLY to current classified employees in Wisconsin State Civil Service (including seasonal employees and employees on probation) who are not serving on a limited term or project employment basis.

Thank you for your interest in the position of Youth Counselor-Advanced with the Wisconsin Department of Corrections. The first step in the hiring process is for you to complete and return the enclosed application materials. Please note that at this time, the Department of Corrections will only be filling Youth Counselor-Advanced positions at the Ethan Allen School (Waukesha County), Southern Oaks Girls School (Racine County), Lincoln Hills School (Lincoln County), and in the communities of Milwaukee, Sturtevant, and Neenah (Milwaukee County and Winnebago County). Please follow the below listed instructions:

1. Complete the Eligibility Checklist to ensure that you are eligible for the position of Youth Counselor Advanced. If you are eligible, sign and date the form and return it with the rest of your application materials.
2. Read all of the instructions before completing the Objective Inventory Questionnaire.
3. Do not attach resumes, transcripts or references to this material. Applicants who are invited to subsequent steps in this process may be asked to provide a resume and references at a later date.
4. Please complete the Objective Inventory Questionnaire, read and sign the verification form, complete and sign the Application for State Employment, and return them to the indicated address.
5. **Incomplete Or Illegible Application Materials Will Not Be Processed.**
6. **Application Deadline:** We will accept application materials on a continuous basis. Applicants will be required to reapply and retake the exam every six months. Applicants will not be allowed to reuse their exam score. Completed application materials must be received by the first Tuesday of the month to be evaluated that month. Applications received after the first Tuesday of the month will be evaluated the following month.
7. **Next Steps in the Selection Process:** Your completed Eligibility Checklist will be reviewed to determine if you meet minimum requirements. If you meet minimum requirements, your responses to the Objective Inventory Questionnaire will be tallied and you will be notified of your score. The names of individuals who receive a passing score will be placed on a list. That list will be used to schedule interviews for Youth Counselor Advanced positions that can be filled. Your score will be used for twelve months from the date you are found eligible.

RETURN COMPLETED APPLICATION MATERIALS TO:

Department of Corrections
Judy Brown
3099 East Washington Avenue
PO Box 7925
Madison WI 53707-7925



Corrections, Department of Youth Counselor Advanced-Promotional

Job Announcement Code(s): 08-00294

Location(s):	Lincoln, Milwaukee, Racine, Waukesha, Winnebago
Classification Title(s)/JAC:	YOUTH COUNSELOR ADVANCED - 0800294 (No working title)
Type of Employment:	Full Time (40 hrs/week) Part Time (less than 40 hrs/week) Evening 2nd Shift (3pm to 11pm or similar hours) Evening 3rd Shift (11pm to 7am or similar hours)
Salary:	Starting salary for this position is at least \$15.331 per hour, but will be figured based on the rules of the union contract. This position is included in pay schedule and range 05-32. A six month probationary period will be required.
Contact:	Judy Brown, HR Assistant Advanced, 608-240-5499, Judyl.Brown@wisconsin.gov
Bargaining Unit:	Security and Public Safety
Area of Competition:	ServiceWide Competitive Promotional
Deadline to Apply:	Open We will accept application materials on a continuous basis. Applicants will be required to reapply and retake the exam every six months. Applicants will not be allowed to reuse their exam score. Completed application materials must be received by the first Tuesday of the month to be evaluated that month. Applications received after the first Tuesday of the month will be evaluated the following month.

This job opportunity is open ONLY to current classified employees in Wisconsin State Civil Service (including seasonal employees and employees on probation) who are not serving on a limited term or project employment basis. This means that you must be a current state employee at this time in order to apply.

This is a service-wide promotional exam. The list created as a result of this recruitment will be used to fill Youth Counselor Advanced vacancies that may occur for the next six to twelve months or longer. Positions may be filled at Ethan Allen School (Waukesha County), Southern Oaks Girls School (Racine County), Lincoln Hills School (Lincoln County), and in the communities of Milwaukee (Milwaukee County), Sturtevant (Racine County), and Neenah (Winnebago County). This list will be used to fill vacancies on all shifts; 1st shift is indicated as Full Time, 2nd shift is indicated as Evening 2nd Shift, 3rd shift is indicated as Evening 3rd Shift

Job Duties:

Positions located at a school: Assure order, safety, and security of juvenile offenders, staff, and the institution; Provide counseling and other treatment services to offenders; Perform lead worker assignments and direct unit-based staff; Maintain the physical needs of assigned offenders in the areas of food, clothing, and general health; Utilize de-escalation techniques; Maintain institution records; Perform other job-related activities

Positions located within the community: Implement and monitor youth case plans; Provide individual, group, and family counseling and guidance; Provide services to protect the public; Provide assistance to the probation and parole agent in preparation and development of case plans for youth; Perform other job-related activities

Special Notes:

The Department of Corrections will conduct criminal background checks on applicants prior to selection.

A valid driver's license is required upon appointment.

Job Knowledge, Skills and Abilities: Group and individual counseling techniques; methods of guiding, instructing, leading and organizing groups of juvenile offenders in a community or institutional setting; policies, procedures, first aid, health and safety precautions with respect to managing juvenile offenders; dynamics of human relations; ability to advocate for offenders; written and verbal communication skills; problem identification and problem solving techniques; cultural diversity awareness and needs; time management; computer skills

How to Apply:

This job opportunity is open ONLY to current classified employees in Wisconsin State Civil Service (including seasonal employees and employees on probation) who are not serving on a limited term or project employment basis. This means that you must be a current state employee at this time in order to apply.

To request special application/examination materials:

On-Line: Download the application/examination materials by logging onto the Department of Corrections' website www.wi-doc.com and clicking on the Employment link. Click on the word "Application" underneath the Youth Counselor - Advanced title.

By Phone: Call the DOC Request Line at (608) 240-3799 (voice) or toll free at (877) 234-0086 (voice) and follow the instructions provided. Individuals using a Telecommunications Device for the Deaf (TDD) should call (608) 240-3760. When using the Request Line (Voice or TDD), please have the complete job title and Job Announcement Code available when you call.

NOTE: APPLICANTS WILL BE REQUIRED TO REAPPLY AND RETAKE THE EXAM EVERY 6 MONTHS (for example, if you took this exam in June, you will need to reapply and retake in December if you wish to remain on the register). APPLICANTS WILL NOT BE ALLOWED TO REUSE THEIR EXAM SCORE. Application materials will be reviewed on a MONTHLY basis. Completed application materials must be received by the first Tuesday of the month to be evaluated that month. Applications received after the first Tuesday of the month will be evaluated the following month.

VERIFICATION FORM

Please read and sign the following statement and return with your completed examination materials.

I understand that the Objective Inventory Questionnaire will serve as the examination process and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or that I will be removed from the position if I am hired.

WISCONSIN ADMINISTRATIVE CODE

ER-MRS 6.10...The administrator may refuse to examine or certify an applicant, or may remove an applicant from a certification:

- (5) who has made a false statement of any material fact in any part of the selection process;
- (7) who practices, or attempts to practice, any deception or fraud in his/her application, certification, examination, or in securing eligibility or appointment;
- (10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES

S.230.43 Misdemeanors; how punished. (1) Obstruction or Falsification of Examination. Any Person ... (c) who willfully or corruptly makes any false representations concerning the same [examination] ... or (d) who willfully or corruptly furnished any person special or secret information ... or (e) ...shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50.00, nor more than \$1,000, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding two excerpts from the Wisconsin Administrative Code, ER-MRS 6.10, and Wisconsin State Statutes, S.230.43 which relate to security of examination information and falsification of information in any part of the selection process. I also certify that the responses to the questions on this Objective Inventory Questionnaire are true to the best of my recollection and that I can document these experiences if required to do so at some future date.

SIGNATURE _____

DATE _____

NAME (PRINT) _____

SS# _____

ADDRESS _____

HOME () _____

CITY, STATE, ZIP _____

WORK () _____

**YOUTH COUNSELOR ADVANCED
UNDERSTANDING OF RESPONSIBILITIES**

Directions: The statements below are important information for an applicant to know before applying for the Youth Counselor Advanced position. Please read each item carefully and identify YES or NO to each of the statements. For each of these statements, circle the Y or N provided for your response.

NOTE: All of your responses are subject to review and verification.

	STATEMENT	Yes/No
1.	I have read the Youth Counselor Advanced job announcement and the detailed “Special Notes” section within the job announcement and understand that this position is responsible for counseling, care, security, training and rehabilitation of juvenile offenders who have been adjudicated delinquent.	Y / N
2.	I have read the Youth Counselor Advanced job announcement and the detailed “Special Notes” section within the job announcement. With customary orientation and training, I have the ability to perform all the essential job functions as described.	Y / N
3.	I understand that I will be responsible for transporting offenders by car or van to various destinations and events. I possess, or will possess prior to appointment, a valid driver's license.	Y / N
4.	I understand that in this position, the possibility exists for heated, threatening, highly emotional verbal interchanges and/or physical altercations. Employees will receive proper training in preventing and dealing with these situations. I have the ability to tolerate criticism including verbal, mental, and physical harassment from threatening and intimidating individuals.	Y / N
5.	I understand that these positions will require working various shifts, including weekends and holidays, and ordered overtime (up to 16 hours continuous coverage). I am able to work any shift or change in schedule that is necessary to carry out the functions of this position.	Y / N
6.	I understand that a criminal investigation check will be done. Individuals with a criminal conviction record may still be considered for employment depending on the type of offense and how long ago it occurred.	Y / N
7.	I understand that while completing my daily responsibilities, it is within my duties as a Youth Counselor Advanced to put the welfare of other employees and youths before my own needs.	Y / N
8.	I understand that as a Youth Counselor Advanced, I must respect the values, interests, and opinions of others, including supervisors, counselors, juveniles, and their families.	Y / N
9.	I understand that I must participate in training as a new Youth Counselor Advanced and continue to update my knowledge, skills, and abilities.	Y / N

**YOUTH COUNSELOR ADVANCED
OBJECTIVE INVENTORY QUESTIONNAIRE**

Directions: The statements that follow relate to important job tasks or activities which are related to one or more of the job duties of a Youth Counselor Advanced. Please read each item carefully and select one (1) “**EDUCATION OR TRAINING CRITERIA (EOT)**” and one (1) “**EXPERIENCE LEVEL (EL)**” listed below that best describes your experience with each task or activity. For each of these items, use the spaces provided for your response.

NOTE: All of your responses are subject to review and verification.

EDUCATION OR TRAINING CRITERIA (EOT)

A	I have <u>no</u> training/education on this task.
B	I am self-taught on this task.
C	I have informal training on this task (on-the-job training, OJT).
D	I have formal training or education on this task (in-service, vendor training, or formal academic education).

EXPERIENCE LEVEL (EL)

A	I have <u>not</u> performed this task.
B	I held an assistant role in performing this task.
C	I have performed this task independently, without assistance.
D	I have led and trained others in the performance of this task.

****For purposes of this inventory, the term “offender” is used as a general term to describe a person who is in an institution or under supervision in a community setting (e.g., patient, client, inmate, juvenile, student, resident)****

TASK OR ACTIVITY STATEMENT	EOT	EL
Monitored and reported attendance of others.	1.	2.
Monitored movement and activity of offenders	3.	4.
Pat searched an offender for contraband or potentially dangerous items	5.	6.
Strip searched an offender for contraband or potentially dangerous items	7.	8.
Used a hand held metal detector to search for weapons or contraband on a person or on the grounds	9.	10.
Immediately notified shift supervisor of any emergency, unusual behavior or incident which may have endangered offenders, staff or the public	11.	12.
Secured contraband according to policies and procedures	13.	14.
Searched, inventoried, documented and secured personal property of offenders as directed	15.	16.
Obtained urine samples and observed the proper procedures for urinalysis testing	17.	18.
Escorted/Transported offenders within the facility	19.	20.

Transported offenders and/or their families outside the facility	21.	22.
Provided appropriate intervention and restraint for physical altercations involving offenders	23.	24.
Applied immobilizing restraints as directed to offenders who were endangering themselves or others	25.	26.
Participated in planned room entry, as directed	27.	28.
Utilized de-escalation techniques	29.	30.
Applied mechanical restraints to offenders as per policy or directive	31.	32.
Participated in investigation of offenders' violations and recommended appropriate sanctions	33.	34.
Performed observation checks as directed (i.e., psychological distress, self harm, suicide or health concerns)	35.	36.
Discussed or reinforced positive behaviors with offenders	37.	38.
Discussed inappropriate behaviors with offenders	39.	40.
Discussed health and/or mental health concerns with offenders and referred them to the appropriate treatment source	41.	42.
Explained an assigned program to an offender	43.	44.
Participated in a formal orientation program for offenders	45.	46.
Responded to questions from offenders regarding regulations, policies and procedures	47.	48.
Provided instruction to offenders on the development of personal hygiene skills such as grooming, manners, language, clothing care and cleaning, housekeeping and sanitation	49.	50.
Informed juvenile offenders of rules and conditions of supervision	51.	52.
Taught interpersonal or anger management skills and activities of daily living to offenders and monitored their success	53.	54.
Provided input to teachers, social workers/case managers, probation & parole agents, guardian/family and/or work site supervisors to monitor offender progress in school and work programs	55.	56.
Provided input to social workers, probation & parole agents, guardian/family, other team members and/or service providers regarding treatment goals, placement categories and release/extension issues	57.	58.
Facilitated or assisted in facilitation of specific program group sessions (i.e., AODA, sex offender, mental health)	59.	60.
Provided offenders with assistance in developing and attaining both short and long term rehabilitative goals and objectives	61.	62.
Coordinated employment or community service activities for offenders	63.	64.
Sought opportunities to engage offenders in discussion and gain cooperation	65.	66.
Sought opportunity to counsel offender on an on-going basis	67.	68.
Participated in committees and/or work groups as assigned	69.	70.
Ensured/adherence to standard operating procedures/post orders	71.	72.
Identified possible problem areas and reported them to appropriate supervisory staff	73.	74.
Supervised offenders in the sanitary distribution and clean up of food, food service area and equipment	75.	76.

Provided instruction/direction to offenders during recreational activities	77.	78.
Completed and/or ensured that logs, files and other documents were completed, maintained and distributed as required	79.	80.
Ordered, maintained and inventoried unit supplies and materials	81.	82.
Inspected equipment, buildings and grounds for hazardous conditions	83.	84.
Ensured the cleaning of body fluid spills or other potentially infectious materials in accordance with Universal Standard Precautions	85.	86.
Provided guidance to other staff or volunteers with regard to policies and procedures	87.	88.
Developed and/or provided training to other staff	89.	90.
Monitored the work of others	91.	92.
Served as a mentor to others	93.	94.
Computer skills	95.	96.
Time management skills	97.	98.
Counseling techniques	99.	100.
CPR and/or First Aid	101.	102.
Cultural diversity skills	103.	104.
Correct use of force	105.	106.
DOC Administrative Codes relating to juveniles	107.	108.
Investigation procedures	109.	110.
Verbal communication skills	111.	112.
Written communication skills including report writing	113.	114.
Working with difficult, threatening or intimidating people	115.	116.
Principles of Subject Control (POSC) techniques	117.	118.
Team building or group dynamics	119.	120.
Problem solving skills	121.	122.

State of Wisconsin Department of Employment Relations
STATE APPLICATION INSTRUCTIONS

Search employment opportunities on-line at <http://wiscjobs.state.wi.us>

General Instructions:

- These instructions are for use in completing the *Application for State Employment*, form DER-DMRS-38.
- You **must** provide the following: **job announcement code, mother's maiden name, last name, first name, mailing address, city, state, zip, type of employment, county(ies) where you will work, and your signature.**
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. We 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 DER-MRS-38L, found on-line at <http://der.state.wi.us/static/appmat.htm>.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form DER-MRS-159, found on-line at <http://der.state.wi.us/static/appmat.htm>.
- The Department of Employment Relations, Employment Services Center, is at 345 West Washington Avenue, Madison, WI 53703, telephone (608) 266-1731, e-mail ESC@der.state.wi.us.

Step-by-Step Instructions:

1. **CIVIL SERVICE JOB TITLE**
Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.
2. **JOB ANNOUNCEMENT CODE(S)**
Job Announcement Code(s) are listed in the heading of the job announcement. **An accurate Job Announcement Code is required to process your application.**
3. **SCORE REUSE**
Check the Score Reuse box if you wish to use your score from the previously administered exam. See your Exam Results Notice from the previously taken exam or call the contact listed in the job announcement to see if your score can be reused. Refer to the *Current Employment Opportunities Bulletin* for more information.
4. **SOCIAL SECURITY NUMBER**
You must provide a Social Security Number or a written request for an alternate nine-digit number for us to process your application. Your social security number, while not required, will help to ensure the accuracy of your application. Current state employees: Some information may be verified with state employment records to be sure your most current data is available with your application.
5. **MOTHER'S MAIDEN NAME**
This information is required in order to process your application. Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.
6. **HOW DO WE CONTACT YOU?**
You must provide your last name, first name, and complete mailing address for us to process your application. **Notify us in writing of any changes to your address. Please print your contact information clearly.**

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

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.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

Active Duty Military

Please enter OT in section 9 of the *Application* and provide the requested information on page 2 of the *Application*.

Gender and Race/Ethnicity Information

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.

10. GENDER

Check only one box.

11. 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.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

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

15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. **We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.**

<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>
35 - Lincoln	41- Milwaukee	52 - Racine	68 - Waukesha
71- Winnebago			

16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

16(K) **Wisconsin Colleges/Universities:** If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

<u>Code</u> <u>College/University</u>	<u>Code</u> <u>College/University</u>	<u>Code</u> <u>College/University</u>
01 - Alverno College	22 - Moraine Park Technical	43 - UW-Marinette
02 - Beloit College	23 - Mount Mary College	44 - UW-Marshfield/Wood County
03 - Blackhawk Technical	24 - Mount Senario College	45 - UW-Milwaukee
04 - Cardinal Stritch University	25 - Nicolet Area Technical	46 - UW-Oshkosh
05 - Carroll College	26 - North Central Technical	47 - UW-Parkside
06 - Carthage College	27 - Northeast Wisconsin Technical	48 - UW-Platteville
07 - Chippewa Valley Technical	28 - Northland College	49 - UW-Richland
08 - Concordia University	29 - Ripon College	50 - UW-River Falls
09 - Edgewood College	30 - Silver Lake College	51 - UW-Rock County
10 - Fox Valley Technical	31 - Southwest Wisconsin Technical	52 - UW-Sheboygan
11 - Gateway Technical	32 - St. Norbert College	53 - UW-Stevens Point
12 - Lakeland College	33 - UW-Baraboo/Sauk County	54 - UW-Stout
13 - Lakeshore Technical	34 - UW-Barron County	55 - UW-Superior
14 - Lawrence University	35 - UW-Eau Claire	56 - UW-Washington County
15 - Madison Area Technical	36 - UW-Fond du Lac	57 - UW-Waukesha
16 - Marian College	37 - UW-Fox Valley	58 - UW-Whitewater
17 - Marquette University	38 - UW-Green Bay	59 - Viterbo College
18 - Mid-State Technical	39 - UW-La Crosse	60 - Waukesha County Technical
19 - Milwaukee Area Technical	40 - UW-Madison	61 - Western Wisconsin Technical
20 - Milwaukee Institute of Art & Design	41 - UW-Manitowoc	62 - Wisconsin Indianhead Technical
21 - Milwaukee School of Engineering	42 - UW-Marathon County	63 - Wisconsin Lutheran College

16(L) **Newspapers:** If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>
01 -	Appleton Post-Crescent	14 -	La Crosse Tribune	27 -	Stevens Point Journal
02 -	Ashland Daily Press	15 -	Madison Capital Times	28 -	Umoja
03 -	Beaver Dam Daily Citizen	16 -	Madison Times	29 -	Watertown Daily Times
04 -	Beloit Daily News	17 -	Madison Wisconsin State Journal	30 -	West Bend Daily News
05 -	Campus Newspaper	18 -	Manitowoc Herald Times Reporter	31 -	Wisconsin Rapids Daily Tribune
06 -	Chippewa Falls Herald	19 -	Marshfield News Herald		
07 -	Eau Claire Leader-Telegram	20 -	Milwaukee Journal Sentinel		<u>Out-of-State Newspapers</u>
08 -	Employment Times	21 -	Milwaukee Times	32 -	Chicago Sun-Times
09 -	Fond du Lac Reporter	22 -	Now Hiring	33 -	Chicago Tribune
10 -	Green Bay News Chronicle	23 -	Oshkosh Northwestern	34 -	Minneapolis Star-Tribune
11 -	Green Bay Press Gazette	24 -	Racine Journal Times	35 -	Rockford Register Star
12 -	Janesville Gazette	25 -	Shawano Leader	36 -	St. Paul Pioneer Press
13 -	Kenosha News	26 -	Sheboygan Press	37 -	Wall Street Journal

17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.

State of Wisconsin Department of Employment Relations
APPLICATION FOR STATE EMPLOYMENT

* Required items

1. **Civil Service Job Title:** **YOUTH COUNSELOR ADVANCED**

2. ***Job Announcement Code(s):** **08-00294**

4. **Social Security Number:**

5. ***Mother's Maiden Name:**

6. **How do we contact you?**

*Last Name:		*First Name:		M.I.:
*Mailing Address:				
*City:	*State:	*Zip:	Country:	
Day Phone:		E-Mail Address:		
Evening Phone:		Other Number:		

7. **I am currently legally authorized to work in the United States.** Yes No 8. **I am a Wisconsin resident.** Yes No

9. **Exam City Code:** ____ ____ *(Complete this if a written exam is required; see instructions for the codes.)*

Gender and race information are used for equal employment opportunity/affirmative action purposes only.

10. **Gender:**
 Female Male

11. Race/Ethnicity: <i>(Check only one.)</i>	
<input type="checkbox"/> 1 Black (Not Hispanic)	<input type="checkbox"/> 3 American Indian/Alaska Native
<input type="checkbox"/> 2 Asian or Pacific Islander	<input type="checkbox"/> 4 Hispanic
<input type="checkbox"/> 5 White (Not Hispanic)	

12. **Birth Date:**
Birth date information is used for administrative purposes only. Use numbers, e.g., 02/09/1971 (MM/DD/YYYY)
 ____ / ____ / ____

13. Educational Level: <i>Check <u>highest level</u> completed.</i>	
<input type="checkbox"/> 01 Did not complete high school/GED	<input type="checkbox"/> 06 Two-year associate degree
<input type="checkbox"/> 02 Completed GED/HSED	<input type="checkbox"/> 07 Bachelor's degree
<input type="checkbox"/> 03 Graduated from high school	<input type="checkbox"/> 08 Some graduate degree courses
<input type="checkbox"/> 04 Some college, no degree	<input type="checkbox"/> 09 Graduate college degree
<input type="checkbox"/> 05 One-year vocational diploma	

14. ***What are your work preferences** for the position for which you are applying? *Check all that you will accept.*

FT Full-time (40 hours/week) PT Part-time (less than 40 hrs/wk)

EH Evening 2nd shift (3 to 11 pm or similar) NT Night 3rd shift (11 pm to 7 am or similar)

SE Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.)

15. ***Where would you like to work?** *Enter counties where you will accept employment.*

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

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

Administrative Use Only

APPLICATION FOR STATE EMPLOYMENT - Page 2

16. **How did you hear about this job?** *Check all that apply.*

<input type="checkbox"/> A Internet: <i>Select below.</i>	<input type="checkbox"/> M Current State Employee
<input type="checkbox"/> B http://jobs.der.state.wi.us	<input type="checkbox"/> N Radio Ad
<input type="checkbox"/> C www.wisconsin.gov	<input type="checkbox"/> O Television Ad
<input type="checkbox"/> D DWD/JOBNET	<input type="checkbox"/> P Job Fair
<input type="checkbox"/> E other career sites	<input type="checkbox"/> Q State Workshop
<input type="checkbox"/> F state agency web site	<input type="checkbox"/> R Library
<input type="checkbox"/> G Department of Employment Relations	<input type="checkbox"/> S W-2 SET/SEO Services
<input type="checkbox"/> H Job Service/Job Center	<input type="checkbox"/> T Direct Mail
<input type="checkbox"/> I Another State Agency	<input type="checkbox"/> U Current Employment Opportunities Bulletin
<input type="checkbox"/> J Community Organization	<input type="checkbox"/> V Other
<input type="checkbox"/> K Wisconsin College/University: See list of codes in instructions; enter College/University code here: _____	
<input type="checkbox"/> L Newspaper: See list of codes in instructions; enter Newspaper code here: _____	

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?

Yes No

Active Duty Military: We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. 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.

Exam Administrator: Last Name: _____ First Name: _____ M.I.: _____

Title: _____ Agency: _____

Complete Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Certification Statement

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.

I agree. I disagree. *Signature: _____ Date: _____

State of Wisconsin

Office of State Employment Relations
Division of Merit Recruitment and Selection

VETERANS PREFERENCE SUPPLEMENT

TO THE APPLICATION FOR STATE EMPLOYMENT

To claim veterans preference points or to qualify to submit a late application as a recently discharged veteran, you must submit this completed form. Please carefully read the information below and complete the required sections on the reverse side. You may submit this completed form with your *Application for State Employment* form (OSER-MRS-38, Rev. 6/02) or you may submit it separately. **You need to complete this form only once, unless your status or active service period changes or you wish to file a late application.**

- **PREFERENCE POINTS:** Qualifying veterans and certain spouses of veterans can be granted preference points on civil service exam scores. These points will be added to your exam score if your civil service score is 70 or higher. The top-scoring veterans may be considered for future positions. "Qualifying" means that you, or your spouse, served during one of the periods or in a qualifying campaign listed in Section C (on the reverse side of this form), AND you are not a current permanent state employee in classified civil service.

If you wish to claim veterans preference, complete Sections A, B, and C on the reverse side of this form. Provide personal information in Section A; identify the number of veterans preference points for which you are eligible in Section B; and mark the appropriate box for your (or your spouse's) period of active service in Section C. **Note:** You must complete all three sections to be eligible for veterans preference. After completing the form, submit it with your *Application for State Employment* form (OSER-MRS-38, Rev. 6/02). **If your name is referred to a state agency for an interview, the agency will ask you to verify your eligibility with your DD 214 form or other federal documents.**

- **DISABLED VETERANS WITH A 70% OR MORE DISABILITY:** If you are currently a permanent classified state employee, and you are a veteran with a service-connected disability of 70% or greater, your name may be included with the list of names sent to the hiring agency for interviews from promotional exams. If you qualify, you must complete Sections A, B (Item B4), and C on the reverse side of this form to receive this benefit.
- **LATE APPLICATIONS (For Multiple-Choice Exams Only):** Positions that are announced typically have a deadline date by which applicants must apply. Under certain circumstances, veterans may submit applications after the application deadline date and still be tested and considered for job vacancies. If you are a recently discharged veteran who wants to file a late job application, you must meet the definition of veteran below, submit your application no more than 45 days after separating from the U.S. Armed Forces, and meet other criteria listed below.

The following definition of "veteran" applies only for accepting late applications. **IT IS NOT THE SAME DEFINITION USED FOR VETERANS PREFERENCE POINTS.** You are a veteran, for late application purposes only, if you meet at least one of the following:

1. Served on active duty in the U.S. Armed Forces for at least 180 days, not including training; or
2. Were discharged from the U.S. Armed Forces because of a disability incurred during active duty or because of a disability that is later determined by the U.S. Department of Veterans Affairs to have been incurred during active duty; or
3. Were honorably discharged from the U.S. Armed Forces; or
4. Are eligible to receive federal veterans' benefits.

To file a late application, complete Sections A and D on the reverse side of this form and submit the form with your *Application for State Employment* (OSER-MRS-38, Rev. 6/02). **Note:** To file a late application, other criteria must be met. For example, the civil service employment register must have been established not more than 60 days before you separated from the U.S. Armed Forces; the civil service employment register has not expired; and the examination was a machine-scored (multiple-choice) exam. Call the contact shown in the job announcement or the Office of State Employment Relations Employment Services Center at (608) 266-1731 to obtain this information and to determine your eligibility to file a late application.

VETERANS PREFERENCE SUPPLEMENT to the *Application for State Employment*
 Please read the information on the reverse side of this form before completing this page. Please print all requested information.

A. PERSONAL INFORMATION:

1. Social Security Number (or assigned 9-digit number)		2. Mother's Maiden Name *		
3. Last Name		4. First Name		5. Middle Initial
6. Mailing Address		7. City	8. State	9. Zip Code
10. Day Phone ()		11. Evening Phone ()		

*Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.

B. PREFERENCE POINTS: (CHECK ALL BOXES THAT APPLY)

Mark (X) the correct box below to tell us your status and the number of preference points you are eligible for.

- 1. I am a non-disabled veteran. (10 points)
- 2. I am a disabled veteran whose disability is LESS THAN 30% and is service-connected. (15 points)
- 3. I am a disabled veteran whose disability is 30% OR MORE and is service-connected. (20 points)
- 4. I am a disabled veteran whose disability is 70% OR MORE and is service-connected. (You must be a permanent state employee in classified service to be given preference on promotional exams.)
- 5. I am a spouse of a disabled veteran whose disability is 70% OR MORE and is service-connected. (10 points)
- 6. I am an un-remarried spouse of a veteran who was killed in action OR died from a service-connected disability. (10 points)

C. ACTIVE SERVICE INFORMATION:

Mark (X) the correct box below to tell us the period in which you (or your spouse) served. (You must mark at least one box in order to receive the preference points indicated in Section B.)

- 99 - Served for at least two continuous years on active duty under honorable conditions; or the full period of initial service obligation; or was discharged or released after less than two years due to hardship; a service connected disability or a reduction in the armed forces. (Service did not have to occur during a war period or campaign.)

Active service for at least one day during one of the following wartime periods:

- 01 - August 27,1940, to July 25,1947
- 02 - June 27,1950, to January 31,1955
- 03 - August 5,1964, to January 1,1977
- 04 - Served on active duty as a member of the Reserve or National Guard who was ordered to active duty because of the 1961 Berlin Crisis under Section I of Executive Order 10957.
- 05 - Persian Gulf War/Desert Shield/Desert Storm (August 1,1990, to date to be determined)
- 06 - Afghanistan War (September 11, 2001, to date to be determined)

Entitlement to the Armed Forces, Navy, or Marine Corps Expeditionary Medal or the Vietnam Service Medal for participation in the following campaigns that occurred that occurred within the inclusive dates indicated.

- 10 - Berlin August 14,1961, to June 1,1963
- 11 - Congo..... July 14,1960, to September 1,1962
- 12 - CubaOctober 24,1962, to June 1,1963
- 13 - Grenada October 23,1983, to November 21,1983
- 14 - Laos.....April 19,1961, to October 7,1962
- 15 - Lebanon..... July 1,1958, to November 1,1958
- 16 - Lebanon..... August 1,1982, to August 1,1984
- 17 - Quemoy and Matsu August 23,1958, to June 1,1963
- 18 - Taiwan Straits..... August 23,1958, to January 1,1959
- 19 - VietnamJuly 1 1958, to August 4,1964
- 20 - Middle East Crisis See S. 45.34(2), Wis. Stats.
- 21 - Operation Just Cause – Panama..... December 20,1989, to January 31,1990
- 22 - Operation Restore Hope-Somalia..... December 9, 1992, to date to be determined
- 23 - Bosnia..... December 1, 1995, to date to be determined
- 24 - Operation Enduring FreedomSeptember 11, 2001, to date to be determined

D. LATE APPLICATIONS:

- Mark (X) this box only if you meet the definition of a veteran under the "Late Applications" section on the reverse side, and you want to be scheduled for the civil service test(s) as a late applicant. Indicate the job announcement code(s) of the exam(s) for which you would like to submit a late application. See reverse side for late application information.