

# Application to Be Considered For Appointment to the Town of Oregon Board

**POSITION AVAILABLE: APPOINTMENT TO TOWN BOARD  
TO FILL SUPERVISOR POSITION VACANCY UNTIL APRIL 2024**

## 1. Town of Oregon Contact Information

Municipality: Town of Oregon, Wisconsin  
Address: 1138 Union Road, Oregon WI 53575  
Telephone: (608) 835-3200  
Town Clerk: Jennifer Hanson, [jhanson@town.oregon.wi.us](mailto:jhanson@town.oregon.wi.us)

It is the policy of the Town of Oregon to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

**PLEASE PROVIDE THE FOLLOWING INFORMATION  
ON ADDITIONAL SHEETS OR IN A WORD OR PDF FILE.**

## 2. Applicant Information

- Applicant Legal Name
- Email Address
- Home Address
- Number of Years at this Address
- Daytime, Evening, and Mobile Phone

## 3. Additional Applicant Information

- Are you at least 18 years old?
- If appointed, are you able to submit proof that you are legally eligible for employment in the United States?
- Are you able to perform the essential functions of the Supervisor position with or without reasonable accommodation? What reasonable accommodation, if any, would you request?
- Have you ever been convicted of a felony?

## 4. Employment History — 10 Years

Please attach a resume or employment history covering the past 10 (ten) years. Please include this information for each employer:

- Job Title
- Employer Name
- Employer Address
- Employer Contact Name
- Employer Contact Phone and Email

## 5. REFERENCES

List any two individuals, other than relatives, who would be willing to provide a reference for you. Include this information:

- Name
- Address
- Telephone
- Relationship

## 6. ESSAY QUESTIONS

- Please submit a statement describing why you are interested in being appointed to the Town of Oregon Board.
- Please submit a statement describing how you believe you are qualified to serve.
- Please submit a statement describing how you could contribute to the Town Board.

## 7. ADDITIONAL DOCUMENTS

- The applicant may submit written reference letters, testimonials, or other documentary support for his or her application.

## CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application.

I authorize the Town of Oregon to contact former employees regarding my employment. I authorize my former employers to full and freely communicate information regarding my previous employment and attendance. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment.

I acknowledge receipt of Town of Oregon Ordinance 91: An Ordinance to Establish a Procedure to Fill Vacancies on the Town Board of Supervisors.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

For applicants applying electronically— We will collect your signature during the in-person meeting specified in Ordinance 91: Town of Oregon Code of Ordinances, Section 2.4.2 (e).

## **ORDINANCE NO. 91**

### **AN ORDINANCE TO ESTABLISH A PROCEDURE TO FILL VACANCIES ON THE TOWN BOARD OF SUPERVISORS**

The Board of Supervisors of the Town of Oregon, Dane County, Wisconsin, do ordain as follows:

1. Section 2.4.2 of the Town of Oregon Code of Ordinances is hereby created to read as follows:

#### **SECTION 2.4.2     VACANCIES IN TOWN BOARD**

- (a) When the Town receives notice of a current or impending vacancy on the Town Board, the Town Clerk shall cause to be published a Class 1 notice of such vacancy in the places and manner prescribed by law for notices of public meetings. In addition, the notice shall be published on the Town's website.
- (b) The Town is deemed to have received notice of the vacancy on the date a supervisor submits a signed letter of resignation, in the case of resignations, and the publication of a notice of a supervisor's death, in the case of deaths.
- (c) During a period of four weeks after the date of publication of such notice, persons wishing to be considered for appointment to fill the vacancy shall complete and submit to the Town Clerk a written application in a form which shall include the following information:
  - (1) The applicant's legal name, residence address, date of birth, telephone number, and e-mail address.
  - (2) The applicant's occupation, employer, and employer's business address.
  - (3) Whether the applicant has ever been convicted of any felony.
  - (4) A statement by the applicant describing why the person is interested in being appointed to the Town Board.
  - (5) A statement by the applicant describing how the person believes he or she is qualified to serve and believes he/she could contribute to the Town Board.
  - (6) Names and contact information for at least two reference sources.
  - (7) A signature by the applicant attesting to the truth and accuracy of the information provided.

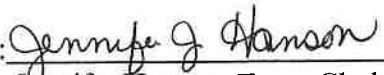
- (d) The applicant may submit written references, testimonials, or other documentary support for his or her application.
- (e) At the end of said four-week period of time, the Town Officers entitled by Wis. Stats. §17.25(1) to vote on the appointment shall consider all the written applications and other submissions by all the applicants, and set a public meeting at which all the applicants shall be given a reasonable opportunity to make statements concerning their interest in the appointment and to answer such questions as the said Town Officers may put to them.
- (f) Upon completion of the foregoing, but no longer than two weeks thereafter, the said Town Officers entitled by statute to vote on the appointment may proceed to fill the vacancy. If the said Town Officers are satisfied that none of the applicants is qualified to serve as a Town Board Supervisor, the said Town Officers may publish another notice of the vacancy and proceed following the same procedure.
- (g) This ordinance shall not apply to a vacancy that occurs between the first Tuesday in January and the Spring Election if that seat is up for election that year.
- (h) This ordinance shall be construed as to be consistent with and supplemental to Wis. Stats. §17.25, governing vacancies in Town offices.

The above and foregoing Ordinance was duly adopted at a regular meeting of the Town Board of the Town of Oregon on the 2 day of February, 2021.

TOWN OF OREGON

By:   
Wayne L. Ace, Town Chairperson

ATTEST:

By:   
Jennifer Hanson, Town Clerk