



TOWN OF WESCOTT

Town Office, N5794 Old Keshena Rd, PO Box 536, Shawano, WI 54166-0536
(715) 526-9853 • Fax: (715) 526-9806 • www.townofwescott.com

The Town of Wescott is hiring a part-time Zoning Administrator

Duties will include:

Enforcing regulations-ensure all development and land use comply with local zoning laws and ordinances

Permits-process and review permit applications for construction, land division, and other projects to ensure they meet zoning requirements

Public and official assistance- Provide assistance and information to the public, elected officials, and citizen boards regarding zoning classifications and ordinances

Ordinance and plan implementation- assist in the administration of the Town's comprehensive plan and zoning ordinance, including recommending amendments or updates

Record-keeping- maintain accurate records of zoning decisions, permits and other relevant information

Miscellaneous administrative duties as needed

Average of 20 hrs per/week. Pay will be dependent on qualifications

For more information, please contact Angela Vreeke at 715-526-9853 ext2.

Applications can be found at the Town Office: N5794 Old Keshena Rd, or can be printed off at www.townofwescott.com

Please direct completed applications to: Town of Wescott

Attn: Angela Vreeke
N5794 Old Keshena Rd
PO BOX 536
Shawano, WI 54166

The deadline for accepting applications is November 7th 2025

Application for Employment

TOWN OF WESCOTT

N5794 Old Keshena Rd

PO Box 536

Shawano, WI 54166-0536

PLEASE PRINT

Position(s) Applied For _____ Date of Application ____/____/____

Referral Source ☐ Advertisement ☐ Employee ☐ Relative ☐ Government Employment Agency
☐ Walk-in ☐ Private Employment Agency ☐ Other _____

Name of Source (If Applicable) _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number () _____ Social Security Number _____

If necessary, best time to call you at home is _____

May we contact you at work? _____ ☐ Yes ☐ No

If yes, work number and best time to call _____ () : _____
am pm

If you are under 18, can you furnish a work permit? _____ ☐ Yes ☐ No

Have you filed an application here before? _____ ☐ Yes ☐ No

If yes, give date _____ / _____ / _____

Have you ever been employed here before? _____ ☐ Yes ☐ No

If yes, give dates _____ From _____ / _____ / _____ To _____ / _____ / _____

Are you legally eligible for employment in this country? _____ ☐ Yes ☐ No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work _____ / _____ / _____

Type of employment desired ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Are you on lay-off and subject to recall? _____ ☐ Yes ☐ No

Will you relocate if job requires it? _____ ☐ Yes ☐ No Will you travel if job requires it? _____ ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? _____ ☐ Yes ☐ No

Will you work overtime if required? _____ ☐ Yes ☐ No

Have you ever been bonded? _____ ☐ Yes ☐ No

Have you been convicted of a felony in the last seven (7) years? _____ ☐ Yes ☐ No
(Such conviction may be relevant if job related, but does not bar you from employment.)

If Yes, please explain: _____

Driver's license number (if job related) _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
		\$	Per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
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		\$	Per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
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		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
		\$	Per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Comments (including explanation of any gaps in employment)				

Skills and Qualifications Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company.

Educational Background (if job related)

A. List last three (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and Minor field of study (if applicable).

A. School	B. # Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	()	
	()	
	()	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status).

List any additional information you would like us to consider.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Signature of Applicant _____

Date _____

/ /