

EMPLOYMENT APPLICATION

MADISON, CITY OF (WI)
215 Martin Luther King Jr., Blvd., MMB Rm 261
MADISON, Wisconsin, 53703
(608) 266-4615
<http://www.cityofmadison.com/jobs>

Gillitzer, Brooke - Person ID: 4891048
2021-00245 ADMINISTRATIVE CLERK

Received: 9/24/26,
4:41 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADMINISTRATIVE CLERK	EXAM ID#: 2021-00245
NAME: (Last, First, Middle) Gillitzer, Brooke	SOCIAL SECURITY NUMBER: XXX-XX-
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 215 Martin Luther King Jr Blvd, Room 261, Madison, Wisconsin, 53703	EMAIL ADDRESS: brookemgillitzer@gmail.com
HOME PHONE: 608-266-4615	
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? Bachelor's Degree	

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES: Present	SCHOOL NAME: Standford University	
LOCATION:(City, State) Standford, California	DID YOU GRADUATE? ☐ Yes ☒ No	DEGREE RECEIVED: Master's
MAJOR: Astronautics Engineering	UNITS COMPLETED: - Quarter	
DATES: 5/2017	SCHOOL NAME: Standford University	
LOCATION:(City, State) Standford, California	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Astronautics Engineering	UNITS COMPLETED: - Quarter	

WORK EXPERIENCE

DATES: From 5/2026 To 8/2026	EMPLOYER: Babysitter's Club	POSITION TITLE: Babysitter
ADDRESS: (Street, City, State, Zip/Postal Code) 123 Bradford Court, Stoneybrook, Connecticut, 06800		
SUPERVISOR: Grace Smith - Owner		
HOURS PER WEEK: 10	# OF EMPLOYEES SUPERVISED:	
DUTIES: - Planning age-appropriate educational games, arts and crafts, reading, and outdoor play. - Driving children to and from school, playdates, doctor visits, and extracurricular activities. - Feeding, bathing, dressing, changing diapers, and managing nap or sleep schedules. - Cooking healthy meals and snacks specifically for the children.		
DATES: From 3/2025 To 9/2025	EMPLOYER: Gardens LLC	POSITION TITLE: Gardener
ADDRESS: (Street, City, State, Zip/Postal Code) Madison, Wisconsin, 53703		
SUPERVISOR: Ron Miller - Lead Gardener		
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED:	

DUTIES:

- Planting all types of plants, including flowers, shrubs and trees.
- Maintaining plants by watering, fertilizing and trimming them.
- Using and maintaining gardening tools and light gardening machinery.
- Identifying and treating diseases, pest infestations and other issues with garden plants.
- Cleaning up garden areas.
- Providing recommendations for gardens.
- Handling edging, mulching and other garden tasks.
- Following safety guidelines for applying chemicals and using equipment.

DATES:

From 4/2024 To 6/2024

EMPLOYER:

Miller Park

POSITION TITLE:

Concessions Attendant

ADDRESS: (Street, City, State, Zip/Postal Code)

Milwaukee, Wisconsin, 53214

SUPERVISOR:

Bob Uecker - Manager

HOURS PER WEEK:

15

OF EMPLOYEES SUPERVISED:**DUTIES:**

- Use cash registers, card readers, or tablets to ring up sales.
- Make items like hot dogs, popcorn, nachos, pretzels, and burgers using standard equipment.
- Greet guests warmly, take accurate orders quickly, and hand out food and drinks at the service window.
- Keep food, cups, napkins, condiments, and drink dispensers full during the shift.
- Wipe down counters, clean food equipment, and wash dishes regularly.
- Sweep and mop floors, empty trash cans, and pick up litter around the concession and seating area.

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Brittney Hayes

POSITION:**ADDRESS:** (Street, City, State, Zip/Postal Code)**EMAIL ADDRESS:****PHONE NUMBER:**

608-266-4615

REFERENCE TYPE:

Professional

NAME:

Julie Trimbell

POSITION:**ADDRESS:** (Street, City, State, Zip/Postal Code)**EMAIL ADDRESS:****PHONE NUMBER:**

608-266-2615

Agency-Wide Questions**1. Are you at least 18 years old?**

Yes

2. Are you currently employed by the City of Madison?

NO

3. Have you previously been employed by the City of Madison?

NO

4. Have you ever been terminated, discharged or resigned to avoid being discharged from the City of Madison or any other employer ?

NO

5. If you have been terminated, discharged, or resigned to avoid being discharged, please explain the circumstances in the box below.**6. Do you request that your application for this position remain confidential consistent with open records laws?**

Yes

7. How did you learn of this vacancy?

City Website

8. **If you selected a response in the previous question marked with an asterisk (*), please list the specific location/event/organization/etc.**

Job Specific Supplemental Questions

1. **What is your highest level of education?**

Bachelor's Degree

2. **Please describe an experience where you've been independently responsible for an office function or activity.**

N/A

3. **Have you been a program participant in any of the following agencies: Urban League, Latino Academy of Workforce Development, Operation Fresh Start, YWCA, WRTP: Big Step, Achieve Abilities, Department of Vocational Rehabilitation?**

NO

4. **How many years of experience do you have using Microsoft Outlook?**

More than 3 years (Advanced)

5. **How many years of experience do you have using Microsoft Word?**

More than 3 years (Advanced)

6. **How many years of experience do you have using Microsoft Excel?**

More than 3 years (Advanced)

7. **Do you have experience entering information into the following: Legistar,, SharePoint, MUNIS, KnowledgeLake, Adobe?**

Adobe

8. **Have you completed any of the following Human Resources related tasks below? (Please check all that apply.)**

None

9. **Please describe how you have demonstrated a commitment to racial equity and social justice.**

While I am early in my career and do not have professional experience in equity work, I have built a strong personal commitment to racial and social justice through continuous learning and community involvement. Last year, I joined a local reading and discussion group focused on anti-racism and local history. This group helped me understand how systemic barriers affect housing and education in our region.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Madison and will not be returned. I understand the City of Madison may contact prior employers and other references, and I authorize the City to make inquiries and receive any information about my suitability for employment. I give permission to persons contacted to provide true and accurate information. I forever waive and release any person or organization for any result of providing, obtaining or acting upon such information. I understand that I am responsible for updating my NeoGov account with any changes in my name, email address, or phone number. I understand that if my name is placed on an eligible list, my name may be released as part of an open records request. I also understand that if I submit more than one application for this position the City will only consider the last application submitted.

This application was submitted by Brooke Gillitzer on 9/24/26, 4:41 PM

Signature_____

Date_____

EMPLOYMENT APPLICATION

 item	MADISON, CITY OF (WI) 215 Martin Luther King Jr., Blvd., MMB Rm 261 MADISON, Wisconsin, 53703 (608) 266-4615 http://www.cityofmadison.com/jobs Hayes, Brittney - Person ID: 26081673 2021-00245 ADMINISTRATIVE CLERK	Received: 9/24/26, 3:20 PM For Official Use Only: QUAL: _____ DNQ: _____ ☐ Experience ☐ Training ☐ Other: _____
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PERSONAL INFORMATION

POSITION TITLE: ADMINISTRATIVE CLERK	EXAM ID#: 2021-00245
NAME: (Last, First, Middle) Hayes, Brittney	SOCIAL SECURITY NUMBER: XXX-XX-
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 215 Martin Luther King Jr Blvd, Ste 261, Madison, Wisconsin, 53703	EMAIL ADDRESS: bhayes@cityofmadison.com
HOME PHONE: 6082672616	
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? High School	

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES:	SCHOOL NAME: Riverside University High School	
LOCATION:(City, State) Milwaukee, Wisconsin	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE

DATES: From 1/2023 To Present	EMPLOYER: ABC Property Management	POSITION TITLE: Administrative Assistant
ADDRESS: (Street, City, State, Zip/Postal Code) Madison, Wisconsin		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: •Collect employee timesheets and enter hours into the payroll system •Answer office phone and greet tenants and visitors at the front desk •Schedule meetings in Outlook and maintain calendars for the property manager		
REASON FOR LEAVING: Still there - Please do not contact unless I am a finalist		
DATES: From 6/2021 To 12/2022	EMPLOYER: Midwest Community Services	POSITION TITLE: Office Assistant
ADDRESS: (Street, City, State, Zip/Postal Code) Madison, Wisconsin		
SUPERVISOR: Kurt Rose - Office Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: •Greeted visitors and provided information about available services and employment opportunities •Reviewed intake forms for completeness and routed to the appropriate unit •Processed incoming and outgoing mail •Logged applications into tracking system •Reconciled purchasing card invoices		
REASON FOR LEAVING: Resigned for a better opportunity		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Are you at least 18 years old?**
Yes
2. **Are you currently employed by the City of Madison?**
NO
3. **Have you previously been employed by the City of Madison?**
NO
4. **Have you ever been terminated, discharged or resigned to avoid being discharged from the City of Madison or any other employer ?**
NO
5. **If you have been terminated, discharged, or resigned to avoid being discharged, please explain the circumstances in the box below.**
6. **Do you request that your application for this position remain confidential consistent with open records laws?**
NO
7. **How did you learn of this vacancy?**
City Website
8. **If you selected a response in the previous question marked with an asterisk (*), please list the specific location/event/organization/etc.**

Job Specific Supplemental Questions

1. **What is your highest level of education?**
None
2. **Please describe an experience where you've been independently responsible for an office function or activity.**
I was independently responsible for collecting and reviewing employee timesheets each pay period. I ensured they were complete and properly approved, entered the hours into the payroll system, and reviewed payroll reports for errors before submission.
3. **Have you been a program participant in any of the following agencies: Urban League, Latino Academy of Workforce Development, Operation Fresh Start, YWCA, WRTD: Big Step, Achieve Abilities, Department of Vocational Rehabilitation?**
NO
4. **How many years of experience do you have using Microsoft Outlook?**
More than 3 years (Advanced)
5. **How many years of experience do you have using Microsoft Word?**
More than 3 years (Advanced)
6. **How many years of experience do you have using Microsoft Excel?**
More than 3 years (Advanced)
7. **Do you have experience entering information into the following: Legistar,, SharePoint, MUNIS, KnowledgeLake, Adobe?**
None
8. **Have you completed any of the following Human Resources related tasks below? (Please check all that apply.)**
Payroll responsibilities,, Reception services over the phone., Reception services in person.
9. **Please describe how you have demonstrated a commitment to racial equity and social justice.**
I have demonstrated a commitment to racial equity and social justice by treating all customers and employees with respect and providing consistent, equitable service. I make an effort to listen to different perspectives, communicate clearly, and ensure that people have equal access to information and services.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Madison and will not be returned. I understand the City of Madison may contact prior employers and other references, and I authorize the City to make inquiries and receive any information about my suitability for employment. I give permission to persons contacted to provide true and accurate information. I forever waive and release any person or organization for any result of providing, obtaining or acting upon such information. I understand that I am responsible for updating my NeoGov account with any changes in my name, email address, or phone number. I understand that if my name is placed on an eligible list, my name may be released as part of an open records request. I also understand that if I submit more than one application for this position the City will only consider the last application submitted.

This application was submitted by Brittney Hayes on 9/24/26, 3:20 PM

Signature_____

Date_____

EMPLOYMENT APPLICATION

 MADISON, CITY OF (WI) 215 Martin Luther King Jr., Blvd., MMB Rm 261 MADISON, Wisconsin, 53703 (608) 266-4615 http://www.cityofmadison.com/jobs Lipski, Mike - Person ID: 8177627 2021-00245 ADMINISTRATIVE CLERK	Received: 9/24/26, 11:16 AM For Official Use Only: QUAL: _____ DNQ: _____ ☐ Experience ☐ Training ☐ Other: _____
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PERSONAL INFORMATION

POSITION TITLE: ADMINISTRATIVE CLERK	EXAM ID#: 2021-00245
NAME: (Last, First, Middle) Lipski, Mike	SOCIAL SECURITY NUMBER: XXX-XX-
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5322 Night Road, Madison, Wisconsin, 53714	EMAIL ADDRESS: milrprk@yahoo.com
HOME PHONE: 2242445553	
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? Associate's Degree	

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES: 12/2004	SCHOOL NAME: Madison College	
LOCATION: (City, State) Madison, Wisconsin	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Associate's
MAJOR: Welding	UNITS COMPLETED: - Quarter	

WORK EXPERIENCE

DATES: From 1/2005 To Present	EMPLOYER: Stoughton Trailers	POSITION TITLE: Senior Welder
ADDRESS: (Street, City, State, Zip/Postal Code) Stoughton, Wisconsin		
MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Perform welding on large pieces of equipment. Use all types of welding styles, including MIG, TIG, and Stick Oversee inventory of welding stock. Fill out requisitions and route for replacement inventory as required.		
REASON FOR LEAVING: N/A		

CERTIFICATES AND LICENSES

TYPE: Certificate--Master Welder	
LICENSE NUMBER:	ISSUING AGENCY:

SKILLS

OFFICE SKILLS: Typing: 15 Data Entry: 0
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OTHER SKILLS:

LANGUAGE(S):

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Are you at least 18 years old?**
Yes
2. **Are you currently employed by the City of Madison?**
NO
3. **Have you previously been employed by the City of Madison?**
NO
4. **Have you ever been terminated, discharged or resigned to avoid being discharged from the City of Madison or any other employer ?**
NO
5. **If you have been terminated, discharged, or resigned to avoid being discharged, please explain the circumstances in the box below.**
6. **Do you request that your application for this position remain confidential consistent with open records laws?**
Yes
7. **How did you learn of this vacancy?**
Job Center of Wisconsin
8. **If you selected a response in the previous question marked with an asterisk (*), please list the specific location/event/organization/etc.**

Job Specific Supplemental Questions

1. **What is your highest level of education?**
Associate's Degree
2. **Please describe an experience where you've been independently responsible for an office function or activity.**
I have overseen inventory for the welding section. When materials are running low, I route the requisition for procurement to the procurement office for them to order.
3. **Have you been a program participant in any of the following agencies: Urban League, Latino Academy of Workforce Development, Operation Fresh Start, YWCA, WRTD: Big Step, Achieve Abilities, Department of Vocational Rehabilitation?**
NO
4. **How many years of experience do you have using Microsoft Outlook?**
1 to 3 years (Intermediate)
5. **How many years of experience do you have using Microsoft Word?**
Less than 1 year (Beginner)
6. **How many years of experience do you have using Microsoft Excel?**
None
7. **Do you have experience entering information into the following: Legistar,, SharePoint, MUNIS, KnowledgeLake, Adobe?**
None
8. **Have you completed any of the following Human Resources related tasks below? (Please check all that apply.)**
None
9. **Please describe how you have demonstrated a commitment to racial equity and social justice.**
I work with people from a variety of backgrounds.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Madison and will not be returned. I understand the City of Madison may contact prior employers and other references, and I authorize the City to make inquiries and receive any information about my suitability for employment. I give permission to persons contacted to provide true and accurate information. I forever waive and release any person or organization for any result of providing, obtaining or acting upon such information. I understand that I am responsible for updating my NeoGov account with any changes in my name, email address, or phone number. I understand that if my name is placed on an

eligible list, my name may be released as part of an open records request. I also understand that if I submit more than one application for this position the City will only consider the last application submitted.

This application was submitted by Mike Lipski on 9/24/26, 11:16 AM

Signature_____

Date_____

EMPLOYMENT APPLICATION

 MADISON, CITY OF (WI) 215 Martin Luther King Jr., Blvd., MMB Rm 261 MADISON, Wisconsin, 53703 (608) 266-4615 http://www.cityofmadison.com/jobs Trimbell, Julie - Person ID: 20720471 2021-00245 ADMINISTRATIVE CLERK	Received: 9/29/26, 8:50 AM For Official Use Only: QUAL: _____ DNQ: _____ ☐ Experience ☐ Training ☐ Other: _____
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PERSONAL INFORMATION

POSITION TITLE: ADMINISTRATIVE CLERK	EXAM ID#: 2021-00245
NAME: (Last, First, Middle) Trimbell, Julie	SOCIAL SECURITY NUMBER: XXX-XX-
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 123 Main St, Madison, Wisconsin, 53703	EMAIL ADDRESS: jtrimbell@cityofmadison.com
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? Some College	

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES:	SCHOOL NAME: Madison College	
LOCATION:(City, State) Madison, Wisconsin	DID YOU GRADUATE? ☐ Yes ☒ No	DEGREE RECEIVED: No Degree
MAJOR: General Studies	UNITS COMPLETED: - Quarter	

WORK EXPERIENCE

DATES: From 4/2026 To Present	EMPLOYER: State of Wisconsin - DNR	POSITION TITLE: Financial Specialist
ADDRESS: (Street, City, State, Zip/Postal Code) Madison, Wisconsin, 53704		
SUPERVISOR: Bob - undefined		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Process bi-weekly payroll Accounts Receivable/Payable Financial Auditing Account posting		
REASON FOR LEAVING: Not a good fit		
DATES: From 10/2025 To 4/2026	EMPLOYER: State of Wisconsin - DOC	POSITION TITLE: Administrative Assistant
ADDRESS: (Street, City, State, Zip/Postal Code) Madison, Wisconsin, 53704		
SUPERVISOR: Cheryl - undefined		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Process travel arrangements and reimbursement Update employee database Process incoming mail Answer phone calls and email Greet visitors Maintain physical records		

Update forms and templates Process payroll		
REASON FOR LEAVING: Promotion		
DATES: From 7/2024 To 4/2025	EMPLOYER: State of Wisconsin - DOA	POSITION TITLE: Secretary
ADDRESS: (Street, City, State, Zip/Postal Code) Madison, Wisconsin, 53703		
SUPERVISOR: Jose - undefined		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Maintain management calendars Process and deliver mail Serve at front desk answering calls and greeting visitors Record keeping Data entry Draft memos Maintain fax/copy machine Maintain supply inventory		
REASON FOR LEAVING: Promotion		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

SKILLS
OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: Word - Intermediate - 3 years and 4 months Excel - Beginner - 1 years and 0 months Outlook - Intermediate - 5 years and 0 months
LANGUAGE(S):

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES
Nothing Entered For This Section

Agency-Wide Questions

1. **Are you at least 18 years old?**
Yes
2. **Are you currently employed by the City of Madison?**
NO
3. **Have you previously been employed by the City of Madison?**
NO
4. **Have you ever been terminated, discharged or resigned to avoid being discharged from the City of Madison or any other employer ?**
NO
5. **If you have been terminated, discharged, or resigned to avoid being discharged, please explain the circumstances in the box below.**
6. **Do you request that your application for this position remain confidential consistent with open records laws?**
Yes
7. **How did you learn of this vacancy?**
City Website
8. **If you selected a response in the previous question marked with an asterisk (*), please list the specific location/event/organization/etc.**

Job Specific Supplemental Questions

1. What is your highest level of education?

None

2. Please describe an experience where you've been independently responsible for an office function or activity.

I process mail and payroll independently for my office.

3. Have you been a program participant in any of the following agencies: Urban League, Latino Academy of Workforce Development, Operation Fresh Start, YWCA, W RTP: Big Step, Achieve Abilities, Department of Vocational Rehabilitation?

NO

4. How many years of experience do you have using Microsoft Outlook?

More than 3 years (Advanced)

5. How many years of experience do you have using Microsoft Word?

More than 3 years (Advanced)

6. How many years of experience do you have using Microsoft Excel?

1 to 3 years (Intermediate)

7. Do you have experience entering information into the following: Legistar,, SharePoint, MUNIS, KnowledgeLake, Adobe?

None

8. Have you completed any of the following Human Resources related tasks below? (Please check all that apply.)

Payroll responsibilities., Reception services over the phone., Reception services in person.

9. Please describe how you have demonstrated a commitment to racial equity and social justice.

Attend applicable trainings as they arise.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Madison and will not be returned. I understand the City of Madison may contact prior employers and other references, and I authorize the City to make inquiries and receive any information about my suitability for employment. I give permission to persons contacted to provide true and accurate information. I forever waive and release any person or organization for any result of providing, obtaining or acting upon such information. I understand that I am responsible for updating my NeoGov account with any changes in my name, email address, or phone number. I understand that if my name is placed on an eligible list, my name may be released as part of an open records request. I also understand that if I submit more than one application for this position the City will only consider the last application submitted.

This application was submitted by Julie Trimbell on 9/29/26, 8:50 AM

Signature_____

Date_____

EMPLOYMENT APPLICATION

 MADISON, CITY OF (WI) 215 Martin Luther King Jr., Blvd., MMB Rm 261 MADISON, Wisconsin, 53703 (608) 266-4615 http://www.cityofmadison.com/jobs Wick, Bill - Person ID: 10788133 2021-00245 ADMINISTRATIVE CLERK	Received: 9/23/26, 4:03 PM For Official Use Only: QUAL: _____ DNQ: _____ ☐ Experience ☐ Training ☐ Other: _____
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PERSONAL INFORMATION

POSITION TITLE: ADMINISTRATIVE CLERK	EXAM ID#: 2021-00245
NAME: (Last, First, Middle) Wick, Bill	SOCIAL SECURITY NUMBER: XXX-XX-
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 215 Martin Luther King Jr Blvd Ste 261, Madison, Wisconsin, 53703	EMAIL ADDRESS: wwick@cityofmadison.com
HOME PHONE: 6082671137	
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? High School	

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES: 6/1998	SCHOOL NAME: Westfield High School	
LOCATION: (City, State) Westfield, Massachusetts	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE

DATES: From 4/2025 To 4/2025	EMPLOYER: Town of Nantucket	POSITION TITLE: Town Crier
ADDRESS: (Street, City, State, Zip/Postal Code) 16 Broad St, Nantucket, Massachusetts, 02554		COMPANY URL: https://nantucket-ma.gov/
PHONE NUMBER: 5082287200	SUPERVISOR: Oliver Ames - Town Constable	
HOURS PER WEEK: 5	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Spread the news of the day Rang a large handbell and shouted at passersby Posted notices by attaching them to local doorposts or other structures Enforced curfews		
REASON FOR LEAVING: Irreconcilable differences		
DATES: From 3/2022 To 3/2025	EMPLOYER: Dreamland Lanes	POSITION TITLE: Pin Setter
ADDRESS: (Street, City, State, Zip/Postal Code) 1487 Main St, Chatham, Massachusetts, 02633		COMPANY URL: dreamland-lanes.net
PHONE NUMBER: 5089452630	SUPERVISOR: Lucky Strike - Bowling Center General Manager	
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Physically reset bowling pins		

Cleared fallen bowling pins from lane		
Returned bowling balls by hand to bowlers		
REASON FOR LEAVING: Replaced by automatic pinsetter.		
DATES: From 3/1998 To 6/2020	EMPLOYER: United States Whip Company	POSITION TITLE: Buggy Whip Maker
ADDRESS: (Street, City, State, Zip/Postal Code) 24 Main St, Westfield, Massachusetts, 01085		COMPANY URL: https://uswhip.com
PHONE NUMBER: 800-331-2855	SUPERVISOR: Clark Bowman - Production Supervisor	
HOURS PER WEEK: 60	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Constructed long, flexible hand-held driving whips used to urge and guide horses pulling carriages and buggies. Selected core materials Shaped materials Machined central rods Weighted handle bases using lead shot or specialized fittings to achieve proper balance and heft Intricately braided leather, waxed thread, or fiber tightly around inner core from the handle up to the flexible tip Finished and conditioned whips by treating the braided exterior with melted tallow, grease, or specialized soap. Rolled and smoothed the layers to ensure suppleness, durability, and a comfortable grip. Attached lashes. Fastened the flexible end lash to the terminal end of the whip to complete the functional too.		
REASON FOR LEAVING: Downsized due to global pandemic		

CERTIFICATES AND LICENSES

TYPE: Master Buggy Whip Maker	
LICENSE NUMBER: MBWM007423	ISSUING AGENCY: New England Buggy Whip Manufacturing Guild
TYPE: Certified Pin Setter	
LICENSE NUMBER: CPS00004	ISSUING AGENCY: Massachusetts Department of Recreation and Good Times

SKILLS

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: Woodworking - Expert - 28 years and 0 months Leatherworking - Expert - 28 years and 0 months Quick Reflexes - Expert - 25 years and 0 months Vocal Projection - Beginner - 0 years and 1 months
LANGUAGE(S): English : Speak , Read , Write Dutch : Speak , Read , Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you at least 18 years old?

- Yes
2. **Are you currently employed by the City of Madison?**
NO
3. **Have you previously been employed by the City of Madison?**
NO
4. **Have you ever been terminated, discharged or resigned to avoid being discharged from the City of Madison or any other employer ?**
Yes
5. **If you have been terminated, discharged, or resigned to avoid being discharged, please explain the circumstances in the box below.**
I was caught yelling out spoilers for popular tv shows and movies without prefacing my pronouncements with "Spoiler alert!" I resigned in lieu of termination in exchange for a generous severance package.
6. **Do you request that your application for this position remain confidential consistent with open records laws?**
NO
7. **How did you learn of this vacancy?**
Word of Mouth
8. **If you selected a response in the previous question marked with an asterisk (*), please list the specific location/event/organization/etc.**

Job Specific Supplemental Questions

1. **What is your highest level of education?**
None
2. **Please describe an experience where you've been independently responsible for an office function or activity.**
While I haven't worked in a traditional office setting, I do have experience communicating important information to the public, organizing items, and following standard operating procedures.
3. **Have you been a program participant in any of the following agencies: Urban League, Latino Academy of Workforce Development, Operation Fresh Start, YWCA, WRTP: Big Step, Achieve Abilities, Department of Vocational Rehabilitation?**
NO
4. **How many years of experience do you have using Microsoft Outlook?**
None
5. **How many years of experience do you have using Microsoft Word?**
Less than 1 year (Beginner)
6. **How many years of experience do you have using Microsoft Excel?**
None
7. **Do you have experience entering information into the following: Legistar,, SharePoint, MUNIS, KnowledgeLake, Adobe?**
None
8. **Have you completed any of the following Human Resources related tasks below? (Please check all that apply.)**
None
9. **Please describe how you have demonstrated a commitment to racial equity and social justice.**
Throughout my eclectic career, my commitment to racial equity and social justice has been driven by a core principle: dismantling rigid, inherited hierarchies and ensuring every voice is valued equally. As a town crier, I learned firsthand that access to information is a vital equity issue. Historically, public announcements were gatekept; in my role, I made it my mission to ensure that vital community news reached every resident - regardless of neighborhood, socio-economic status, or racial background - using my platform to amplify marginalized perspectives and champion open, accessible communication for all. As a manual Bowling Pin Setter, I worked literally from the bottom up, operating in a highly physical, behind-the-scenes space where labor is often invisible. This gave me a profound respect for systemic labor equity. In the pits, I consistently stood up for fair treatment, advocated for the safety and dignity of my fellow workers, and pushed back against biased workplace dynamics. As a Buggy Whip Maker, I had to transition from an industry that suffered when it failed to adapt to change. I used this experience to challenge outdated practices and advocate for structural shifts, recognizing that traditional, exclusive networks must be actively disassembled to make room for diverse, underrepresented voices. Across all of these roles, I have proven that no matter the industry or the era, I am dedicated to leveling the playing field, amplifying underrepresented voices, and fostering spaces where everyone has a fair shot to succeed.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Madison and will not be returned. I understand the City of Madison may contact prior employers and other references, and I authorize the City to make inquiries and receive any information about my suitability for employment. I give permission to persons contacted to provide true and accurate information. I forever waive and release any person or organization for any result of providing, obtaining or acting upon such information. I understand that I am responsible for updating my NeoGov account with any changes in my name, email address, or phone number. I understand that if my name is placed on an eligible list, my name may be released as part of an open records request. I also understand that if I submit more than one application for this position the City will only consider the last application submitted.

This application was submitted by Bill Wick on 9/23/26, 4:03 PM

Signature_____

Date_____