



Dear Applicant:

The Targeted Opportunity Program jobs (TOPjobs), previously known as, the Summer Affirmative Action Intern Program (SAAIP) is beginning its 31st year of operation to provide racial/ethnic minorities, female students, and students with disabilities valuable training, experience, and exposure to the Wisconsin civil service system.

You are eligible to participate in the TOPjobs if, **in the fall of 2005**, you will be:

- ◆ A **Wisconsin Resident** (attending school full-time in Wisconsin or Out-of-State)
OR a Non Resident who is a full time student in the State of Wisconsin.

AND

- ◆ A **Junior, Senior, or Graduate Student** enrolled full-time at a four year College/University

OR

- ◆ Will be a **Second Year Technical Student** at a Technical College.

International students interested in participating in the TOPjobs should contact the International Student Advisor at your campus on program eligibility.

If you are interested in the TOPjobs, you must submit a completed TOPJOBS application with **5 copies** of your current resume to:

Claire Dehnert, TOPJOBS Coordinator
OSER/Division of Affirmative Action
101 E. Wilson St., PO Box 7855
Madison, WI 53707-7855
FAX: (608)267-1020

Employment referrals will be made by April 30, 2005. To be considered in the early referral process, please have your application returned as soon as possible.

Your referral to a specific position will be based on your qualifications and the requirements of the position. Salary will depend on the level of duties and responsibilities assigned.

If you have any questions about the TOPjobs program, please call me at, (608) 267-1005, fax (608) 267-1020, or email claire.dehnert@oser.state.wi.us. Thank you for your interest in working for the State of Wisconsin.

Sincerely,

Claire Dehnert
TOPjobs Program Manager

TO BE ELIGIBLE TO PARTICIPATE IN THE TOPjobs, YOU MUST BE:

(A) A WISCONSIN RESIDENT (ATTENDING SCHOOL FULL TIME IN WISCONSIN OR OUT-OF-STATE) OR A NON-RESIDENT WHO IS A FULL TIME STUDENT IN THE STATE OF WISCONSIN.

(B) A JUNIOR, SENIOR, OR GRADUATE STUDENT AT AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY; OR

(C) ENROLLED IN THE SECOND YEAR OF A TWO-YEAR TECHNICAL SCHOOL PROGRAM, AT THE BEGINNING OF THE FALL SEMESTER, 2005.

INTERNATIONAL STUDENTS WHO ARE INTERESTED IN PARTICIPATION, CONTACT YOUR INTERNATIONAL STUDENT ADVISOR ON CAMPUS, FOR PROGRAM ELIGIBILITY.

PERSONAL DATA:

Please fill out all areas, any information that is the same, print same.

Social Security Number is not mandatory, it will be used for Affirmative Action purposes only.

RACIAL/ETHNIC DEFINITIONS:

Categories and Definitions

- **American Indian or Alaska Native.** A person descending from any of the original peoples of North America or South America (including Central America) who possesses ¼ degree of documented tribal descendancy or is enrolled with a federally or state recognized tribe, or is recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.
- **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

NOTE: Applicants may be required to provide verification of racial/ethnic status claimed

DISABILITY STATUS:

Disability - Wisconsin Fair Employment Law defines a disabled individual as an individual who: 1) has a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; 2) has a record of such an impairment; 3) is perceived as having such an impairment.

Check YES if you identify yourself as disabled

PROGRAM ELIGIBILITY:

All information **MUST** be filled out. Missing information will cause delay in the processing of your application for referrals. An ineligible status could cause the applicant to miss referral opportunities.

COMPUTER SKILLS:

Please check all that apply and add any additional computer skills you have.

EMPLOYMENT AREAS:

Please select two areas.

STATEMENT OF AFFIRMATION:

You must sign and date your application. Failure to do so will cause applicant to be considered ineligible to participate in the TOPjobs pending completion of the application. An ineligible status could cause the applicant to miss referral opportunities.

CERTIFICATION VERIFICATION FORM:

To be considered eligible for participation, this form **MUST** be filled out and signed by the Registrar's Office.

Referrals will be made by April 30, 2005. To ensure you will be considered in the referral process, ***please return your application and 5 resumes by March 1, 2005, or sooner.***

You must notify us if either your present (college) or permanent (home) address changes. Please send us an updated resume with the new information. We are unable to track students after the school year so be sure to keep your information current. Failure to notify us of these changes may result in participating agencies/universities not being able to contact you for interviews.

In the event that you accept an offer of employment, whether with the state or private sector or wish to withdraw your name from further consideration, please let us know.

PLEASE RETURN APPLICATION, 5 CURRENT RESUMES, AND YOUR CLASSIFICATION VERIFICATION FORM TO THE FOLLOWING ADDRESS BY MARCH 1, 2005, OR SOONER

***Claire Dehnert, Coordinator
Targeted Opportunity Program jobs (TOPjobs)
OSER/DAA
101 E. Wilson St., PO Box 7855
Madison, WI 53707-7855***



An Affirmative Action Internship Program



Name Last First M.I. Social Security No.

Summer Address City State Zip Summer Phone

Permanent Address City State Zip Permanent Phone

Email Address Pager/Mobile Phone

PHONE NUMBER TO LEAVE MESSAGES

CITIZENSHIP: The State of Wisconsin only hires U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the United States.

Circle ALL that apply: U.S. Citizen or Permanent Resident Authorized to work in the United States Wisconsin Resident

Name of University/College/Technical College:

UNDERGRADUATE STUDENT: Sophomore Junior Senior 1st yr Technical Student 2nd yr Technical Student

Credit Earned Major/Area of Study

Current Credit Load Expected Date of Graduation

GRADUATE/LAW STUDENT (Check one): Graduate Student Law Student

Credits Earned (Graduate & Law Students only) Major/Area of Study

Expected Date of Graduation

For Affirmative Action purposes, please provide the following information.

Gender: Male Female Ethnicity: Please check only one. Non-Hispanic or Latino Hispanic or Latino Race: Check ALL that apply. American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Do you have a disability? Yes No

Please list cities where you would like to work. Rank by preference. If you will work anywhere in Wisconsin, please write STATEWIDE as your 1st choice. Note: 75-80% of the positions are located in Madison, the other 20-25% are spread throughout Wisconsin.

1st. _____ 2nd. _____ 3rd. _____

Please provide specific information about your computer skills. Check ALL that apply:

END USER	TECHNICAL/NETWORK SUPPORT	DEVELOPMENT
MS Word _____	System Analysis _____	C or C++ _____
MS Excel _____	Help Desk _____	HTML _____
MS Access _____	Installing Software _____	Java _____
Outlook _____	Hardware Repair _____	Visual Basic _____
Power Point _____		Front Page _____
MS Win 98 _____		VBA _____
MS Win NT _____		Power Builder _____
MS Win 2000 _____		SQL _____
		Relational Database _____

Other: _____
 List languages you are fluent in, other than English. _____

I certify that I am eligible to work in the United States and that the information contained in this application is true to the best of my knowledge. I understand that the Division of Affirmative Action may verify the academic information I have provided. I further understand that any false, misleading, or missing information may disqualify me from employment consideration.

Student Signature _____
Date

Please be sure to sign, have Student Classification Verification form filled out and return with 5 copies of your resume.

Student Classification Verification

All requested information **MUST** be filled out by the Registrar's Office

I authorize the release of this information to the SAAIP: _____
Student Signature _____
 **Student SS#

Current Class Standing:

1st yr. Technical Student _____	1st yr. Graduate Student _____
2nd yr. Technical Student _____	2nd yr. Graduate Student _____
Freshman _____	1st yr. Law Student _____
Sophomore _____	2nd yr. Law Student _____
Junior _____	3rd yr. Law Student _____
Senior _____	

Credits Earned to Date: _____ **# Credits Currently Enrolled:** _____

***Registrar's Signature:** _____ **Date:** _____

*By signing this form you also verify that the student is in good academic standing at the date of signature.

** For Affirmative Action purposes only.