



Application for Employment

INSTRUCTIONS Please Read Carefully:

1. A separate cover letter must be completed and submitted for each position for which you seek consideration.
2. Applications must be received or delivered by 4:00 p.m. on or before the deadline date. Applications that are unsigned, incomplete or received after the deadline date will not be considered.
3. Applicants who need reasonable accommodations to ensure equal opportunity in the application process should contact the Equal Opportunity Office at 608/262-0277, 608/265-9317 TTY or email Endres@admin.uwex.edu.
4. The University of Wisconsin – Extension (UWEX) is not obligated to return resumes, transcripts, letters of references and other information submitted with the application.

Persons hired by UWEX are required to present proof of identification and of their legal eligibility to work in the United States prior to beginning work. Only persons authorized to work in the United States will be hired for employment.

Please Type or Print Clearly in Ink

Date _____

Mr. Ms. Name _____ SSN _____
Last First M.I.

Current Address _____
Street Apt. No.

City _____ State _____ Zip Code _____

Residence Phone () _____ Business Phone () _____

Email _____

Position Applied For _____

How did you hear about this position? (Please be specific, by giving name of newspaper, website, etc.) _____

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, age, marital or veteran status, sexual orientation, or the presence of a non-job-related medical condition or disability. The Americans with Disabilities Act requires employers to provide reasonable accommodations for known physical or mental disabilities of applicants.

EDUCATION

School	Name and Location	Major	Graduated	Degree
Graduate			Yes	
			No	
Undergraduate			Yes	
			No	
Business/Trade Technical			Yes	
			No	

EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, volunteer and summer work. Be sure to indicate whether employment was full-time or part-time, and if part-time, indicate percent of part-time. **Incomplete information may result in the disqualification of your application.** Use supplemental sheets if necessary.

Employer _____ Phone () _____

Address _____
Number Street City State Zip Code

Position(s) _____

Supervisor _____ Email _____
Name, Title

Dates Employed From _____ To _____ Full-time Part-time _____ % time
Mo/Yr Mo/Yr

Reason for Leaving _____

Description of primary responsibilities _____

Employer _____ Phone () _____

Address _____
Number Street City State Zip Code

Position(s) _____

Supervisor _____ Email _____
Name, Title

Dates Employed From _____ To _____ Full-time Part-time _____ % time
Mo/Yr Mo/Yr

Reason for Leaving _____

Description of primary responsibilities _____

Employer _____ Phone () _____

Address _____
Number Street City State Zip Code

Position(s) _____

Supervisor _____ Email _____
Name, Title

Dates Employed From _____ To _____ Full-time Part-time _____ % time
Mo/Yr Mo/Yr

Reason for Leaving _____

Description of primary responsibilities _____

We may contact the employers listed above, unless you indicate below those you do not wish us to contact.

Employer _____ Reason _____

EMPLOYMENT HISTORY, CONT'D.

Employer _____ Phone () _____

Address _____
Number Street City State Zip Code

Position(s) _____

Supervisor _____ Email _____
Name, Title

Dates Employed From _____ To _____ Full-time Part-time _____ % time
Mo/Yr Mo/Yr

Reason for Leaving _____

Description of primary responsibilities _____

Employer _____ Phone () _____

Address _____
Number Street City State Zip Code

Position(s) _____

Supervisor _____ Email _____
Name, Title

Dates Employed From _____ To _____ Full-time Part-time _____ % time
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Mo/Yr Mo/Yr

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Mo/Yr Mo/Yr

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GENERAL INFORMATION

Type of employment sought: Permanent Full-time interim Part-time Summer

Employment Availability

(Specify only one of the following): Beginning _____ Upon _____ weeks notice to current employer
Mo/Yr

If you are hired, can you provide proof that you are eligible for employment in the United States? Yes No

Have you previously worked for the federal government in the United States? Yes No

For UWEX? No Yes

If yes, please state the division, position, and dates of employment.

Have you worked under any other name? No Yes (Required for verifying education, employment records, and references) If yes, please provide the name.

Are you related by blood or marriage to any person currently employed by UWEX? Yes No

If yes, please provide name, relationship to you, and the division/unit where employed.

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes No

If yes, describe in full, including the date, city, state, and disposition of the conviction. (Inclusion of this information will not **automatically disqualify** an applicant from employment consideration. The type, seriousness, frequency of violations, age at time and date of conviction, work history, and education will all be taken into consideration.)

SKILLS

Check the following skills and experiences which you possess.

- Computer proficiency in:
- Word processing (specify packages) _____
 - Spreadsheets (specify packages) _____
 - Databases (specify packages) _____
 - E-mail
 - Internet
 - Website Design

Computer Programming (Specify Language) _____

Sign Language

Braille

List professional or business activities related to your ability to perform the job for which you are applying.

ADDITIONAL QUALIFICATIONS

Please list any additional knowledge, training, skills, and qualifications such as fluency in a foreign language, public speaking, etc.

List memberships in professional, honorary, or technical associations and organizations.

List any publications, honors, or awards that would be of assistance in considering your application for employment.

REFERENCES

List individuals most familiar with your skills and qualifications. Do not list relatives or supervisors already identified on this application

Name	Years Known	Organization Position	Home/Business Address	Home/Business Phone
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CERTIFICATION

I certify to the best of my knowledge and belief that the responses given above are true and complete. In addition, I hereby authorize my current and former employers (including U.S. Government and the U.S. Military), personal references, registration and licensing boards, and educational institutions listed on my application for employment to provide the University of Wisconsin – Extension with any job-related references or information requested. UWEX is authorized to conduct a police and court investigation of my background if relevant to the job for which I am applying.

I understand that any misrepresentation or omission of material fact on this application may result in my disqualification or dismissal. I understand that acceptance of an offer of employment does not create an obligation of the employer for continual employment.

Signature _____ Date _____

In some cases, the names of agencies that provided background information about an applicant may be provided upon request.

Please return the completed application to:

Send this completed form and all other application materials to the address indicated in the position announcement.