**Employment Application**

Please complete each section of this application.

Incomplete applications may be returned and possibly disqualify you from further consideration.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *PERSONAL INFORMATION* | | | | | | | | | | | | | Today’s Date: | | | | |  | | |
| Position applying for: | | |  | | | | | | | | Date available for Work: | | | | | | |  | | |
| Full Name: | |  | | | | | | |  | | | | | | |  | | | | |
|  | | *Last* | | | | | | | *First* | | | | | | | *M.I.* | | | | |
| Address: | |  | | | | | | | | | | | |  | | | | | | |
|  | | *Street Address* | | | | | | | | | | | | *Apartment/Unit #* | | | | | | |
|  | |  | | | | | | | | | | | |  | | |  | | | |
|  | | *City* | | | | | | | | | | | | *State* | | | *ZIP Code* | | | |
| Daytime phone: | | (     ) | | Evening Phone: | | (     ) | | | | E-mail Address: | | | | |  | | | | | |
| Have you ever worked for the State of Wisconsin? | | | | | Yes No | | | If yes, when and where? | | | |  | | | | | | | | |
| Have you ever worked for UW-Green Bay? | | | | | Yes No | | | If yes, where were you? | | | | Permanent  LTE  Student | | | | | | | | |
| If you worked for UW-Green Bay, when and which department: | | | | | | |  | | | | | | | | | | | | | |
| Were you ever fired or asked to resign from a job? | | | | | Yes No | | |  | | | | | | | | | | | | |
| Have you been convicted of an offense other than non-moving traffic violations, or do you have a pending charge? (Convictions are not necessarily a bar from employment) | | | | | | | | | | | | | | | | | | | Yes No |  |
| May we conduct a personal background check including contact of your references and review other records as may be required for some positions? | | | | | | | | | | | | | | | | | | | Yes No |  |
| If no, explain: |  | | | | | | | | | | | | | | | | | | | |

EDUCATION & TRAINING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School** | **Name and Location** | **Course of Study** | **# of Years Completed** | **Graduate?**  **Yes No** | | **Degree Received** |
| High School/GED |  |  |  |  |  |  |
| Vocational/Technical |  |  |  |  |  |  |
| College and/or Graduate |  |  |  |  |  |  |

SKILLS & QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Do you possess a valid driver’s license or are you able to obtain one? (answer only if the position requires driving) | Yes  No | Office Skills: Typing (WPM) |  |

|  |  |
| --- | --- |
| List Personal Computer Skills/Applications: |  |
| Describe any other Education, Training or Skills: |  |
| List equipment, machinery, or motorized vehicles you can operate. |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***WORK EXPERIENCE***  *Begin with your present or most recent employer.* | | | | | | | | |
| |  |  |  | | --- | --- | --- | | Employer: |  | | | Address: |  | | | Phone Number: |  | | | Dates of Employment: | | - | | | | | |  |  |  |  | | --- | --- | --- | --- | | Your Title: |  | | | | Supv. Name & Title: |  | | | | Starting Wage: |  | Ending Wage: |  | | Status: | Full-time Part-time Temporary | | | | | |
| Your Duties: |  | | | | |
| Reason for Leaving: |  | | | | |
|  | |  | | | | |
| |  |  |  | | --- | --- | --- | | Employer: |  | | | Address: |  | | | Phone Number: |  | | | Dates of Employment: | | - | | | | | |  |  |  |  | | --- | --- | --- | --- | | Your Title: |  | | | | Supv. Name & Title: |  | | | | Starting Wage: |  | Ending Wage: |  | | Status: | Full-time Part-time Temporary | | | | | |
| Your Duties: |  | | | | |
| Reason for Leaving: |  | | | | |
|  | |  | | | | |
| |  |  |  | | --- | --- | --- | | Employer: |  | | | Address: |  | | | Phone Number: |  | | | Dates of Employment: | | - | | | | | |  |  |  |  | | --- | --- | --- | --- | | Your Title: |  | | | | Supv. Name & Title: |  | | | | Starting Wage: |  | Ending Wage: |  | | Status: | Full-time Part-time Temporary | | | | | |
| Your Duties: |  | | | | |
| Reason for Leaving: |  | | | | |
|  | |  | | | | |
| |  |  |  | | --- | --- | --- | | Employer: |  | | | Address: |  | | | Phone Number: |  | | | Dates of Employment: | | - | | | | | |  |  |  |  | | --- | --- | --- | --- | | Your Title: |  | | | | Supv. Name & Title: |  | | | | Starting Wage: |  | Ending Wage: |  | | Status: | Full-time Part-time Temporary | | | | | |
| Your Duties: |  | | | | |
| Reason for Leaving: |  | | | | |
|  | |  | | | | |
| ***PROFESSIONAL REFERENCES*** | | | | | | | | |
| Name: | | | | Employer & Address: | | Position Title: | Phone: | |
|  | | | |  | |  | **(**     **)** | |
|  | | | |  | |  | **(**     **)** | |
|  | | | |  | |  | **(**     **)** | |

It is the policy of the University to provide reasonable accommodation for qualified individuals who are employees or applicants for employment. If you need assistance or accommodation for the application process because of a disability, please contact the Human Resources Office. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual’s disability.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED BY ME IN THIS APPLICATION AND IN ANY SUPPORTING DOCUMENTATION IS TRUE, ACCURATE, AND COMPLETE. I UNDERSTAND THAT IF I HAVE GIVEN FALSE INFORMATION ON THIS APPLICATION OR IF I HAVE OMITTED ANY MATERIAL FACTS I MAY BE DISQUALIFIED FROM EMPLOYMENT CONSIDERATION WITH THE UNIVERSITY, OR IF HIRED, I MAY BE DISCHARGED IMMEDIATELY UPON DISCOVERY OF SUCH FALSE STATEMENTS OR OMISSIONS.