

UNIVERSITY OF WISCONSIN-LA CROSSE

1725 State Street 144 Main Hall Phone (608) 785-8013
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Application for Employment

This application is used by the University of Wisconsin-La Crosse Office of Human Resources to gather information for classified civil service positions, limited term employment, or transfers from other state agencies.

PERSONAL INFORMATION

Name (Last, First, M.I.)	Social Security Number
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Present Mailing Address (No. Street, City, State, ZIP Code)

Daytime Phone number ()	Evening Phone Number ()	e-mail address
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MARK ALL THAT APPLY:

Employment preference: Limited Term Employment (less than 1043 hrs/yr)
 Permanent (Exam required for permanent positions. See www.wisc.jobs for more info.)

Hours of employment: Full Time Part Time

Hours available for work: Days Nights Weekends

Are you or have you ever been a State Employee? Yes No If yes, Permanent LTE

Dates of employment: Beginning- _____ Ending- _____ Classification: _____

Department: _____ State Agency: _____

EDUCATION AND TRAINING

Name	Field of Study	Degree Earned
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High School:		
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Vocational/Technical or University		
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Other education, formal apprenticeship, etc.		
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Experience in:

Multi-line phone Yes No Office Machines (Fax/Copier) Yes No Cashier Yes No

Bookkeeping Yes No Data Entry Yes No 10 Key Yes No

Computer software --- List the software used and proficiency level: B = Beginning I = Intermediate A = Advanced

_____ B | A _____ B | A _____ B | A

_____ B | A _____ B | A _____ B | A

_____ B | A _____ B | A _____ B | A

_____ B | A _____ B | A _____ B | A

Describe any other training or experience you have had not covered above (Correspondence Courses, Service Schools, Inservice Training, etc.). Give dates.

WORK EXPERIENCE: Begin With Your Present or Most Recent Employer

Recent Employer	Your Title	Dates of Employment From: To:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary Salary:
Address	Duties		Reason for Leaving
City, ST Zip			Work Reference
Telephone Number			Telephone Number

Employer	Your Title	Dates of Employment From: To:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary Salary:
Address	Duties		Reason for Leaving
City, ST Zip			Work Reference
Telephone Number			Telephone Number

Employer	Your Title	Dates of Employment From: To:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary Salary:
Address	Duties		Reason for Leaving
City, ST Zip			Work Reference
Telephone Number			Telephone Number

- ◆ May we conduct a personal background check including contact of your references named above and review other records as may be required for some positions? Yes No
- ◆ Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.
- ◆ For UW-La Crosse Campus safety information and crime statistics/Annual Security Report see <http://www.uwlax.edu/StudentLife/secrpt.html>, and for drug and alcohol information see <http://www.uwlax.edu/hr/drugfreewp.html>, or call Human Resources at (608) 785-8013 for a paper copy.

I understand that all information on this application is true and complete to the best of my knowledge, and that any false or missing job-related information may disqualify me from this position.

Signature

Date