
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

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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.