



# EMPLOYMENT APPLICATION

## University of Wisconsin – Stevens Point

The University of Wisconsin-Stevens Point is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**Please complete each section of this application.**  
**Incomplete applications may be returned and possibly disqualify you from further consideration.**

### PERSONAL INFORMATION

Position applying for: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street Address Apartment/Unit#

\_\_\_\_\_

City State Zip Code

Primary phone number: \_\_\_\_\_ Indicate if this number is for your  Home  Work  Cell

Secondary phone number: \_\_\_\_\_ Indicate if this number is for your  Home  Work  Cell

E-mail: \_\_\_\_\_ Date available for work: \_\_\_\_\_ Wage expectation: \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation?  Yes  No

If no, explain: \_\_\_\_\_

Have you ever worked for UW-Stevens Point?  Yes  No If yes, were you:  Permanent  Student  Limited Term  Project  
 If yes, when and which department? \_\_\_\_\_

Have you ever worked for the State of Wisconsin?  Yes  No If yes, were you:  Permanent  Other: \_\_\_\_\_  
 If yes, where and when? \_\_\_\_\_

Are you legally eligible to be employed in the United States?  Yes  No *(Proof of eligibility will be required upon offer of employment.)*

Are you 18 years or older?  Yes  No *(If no, you may be required to provide authorization to work.)*

### EDUCATION & TRAINING

School	Name & Location	Course of Study	# of Years Completed	Graduate?		Degree Received
				Yes	No	
High School/GED				<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Technical				<input type="checkbox"/>	<input type="checkbox"/>	
College and/or Graduate				<input type="checkbox"/>	<input type="checkbox"/>	
Other:				<input type="checkbox"/>	<input type="checkbox"/>	

### 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

List computer skills/applications: \_\_\_\_\_

Describe other education, training or skills related to this position: \_\_\_\_\_

**WORK EXPERIENCE** (Begin with your present or most current employer)

**DO NOT attach a resume in lieu of completing this section.**

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor's Name/Title: \_\_\_\_\_  Full-time  Part-time  Temporary  
 Duties: \_\_\_\_\_  
 Why are you leaving (or left) this employer? \_\_\_\_\_ Wage: \$ \_\_\_\_\_  
 May we contact?  Yes  No If no, reason: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor's Name/Title: \_\_\_\_\_  Full-time  Part-time  Temporary  
 Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_ Wage: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor's Name/Title: \_\_\_\_\_  Full-time  Part-time  Temporary  
 Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_ Wage: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor's Name/Title: \_\_\_\_\_  Full-time  Part-time  Temporary  
 Duties: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_ Wage: \$ \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name	Business/Occupation	Address/E-mail	Phone	How do you know him/her?

If any education or employment was under a different name(s), indicate name(s): \_\_\_\_\_

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment. I understand that submission of an application does not guarantee employment. I further understand, should an offer of employment be extended by the University of Wisconsin-Stevens Point, such employment is at will, for no specified duration and may be terminated by either the University of Wisconsin-Stevens Point or myself at any time, with or without cause or notice. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. I understand that none of the documents, policies, procedures, actions, statements of the University of Wisconsin-Stevens Point or its representatives used during the employment process is deemed a contract of employment real or implied.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the University of Wisconsin-Stevens Point and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date