

University of Wisconsin-Eau Claire
Application for Employment
Limited Term

NAME: (Last) _____ (First) _____ (Middle) _____ **SOCIAL SECURITY NUMBER** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE NUMBERS: Home: () _____ Work: () _____ E-mail address: _____

EMPLOYMENT PREFERENCE: Full-time _____ Part-time _____

HOURS YOU ARE AVAILABLE TO WORK: Days _____ Nights _____ Weekends _____

POSITION FOR WHICH YOU ARE APPLYING:

Clerical _____ Maintenance/Custodial _____ Computer Programmer/Operator _____ Grounds _____ Other _____

Have you ever worked for UW-Eau Claire? Yes ___ No ___ If yes: Permanent _____ LTE _____ Student _____

Dates _____ Department _____

EDUCATION AND TRAINING

| Name and Location | Field of Study | Degree Attained |
|----------------------|----------------|-----------------|
| High School | | |
| Vocational/Technical | | |
| College | | |
| Other | | |

SKILLS

Office Support

Computer Software (List software used and proficiency level, i.e., Beginning-B, Intermediate-I, Advanced-A)

_____ B I A _____ B I A _____ B I A
 _____ B I A _____ B I A _____ B I A

Office Machines (copier, fax machine, 10-key calculator, etc.) Y ___ N ___ Typing Y ___ N ___

Trades Related Skills

Small Tools Y ___ N ___ Heavy Equipment Y ___ N ___ CDL License Y ___ N ___

Custodial Equipment Y ___ N ___

FORMAL APPRENTICESHIP SERVED: Trade _____ How long _____ Location _____

Describe any other education, training, or skills:

WORK EXPERIENCE

| | | |
|--|---|---|
| Employer: Address: City: Telephone: | Your Title: Dates of Employment: From: To: | Full-time _____ Part-time _____ Temporary _____ Salary _____ |
|--|---|---|

| | |
|---------|--|
| Duties: | Work Reference: Telephone: Reason for Leaving: |
|---------|--|

| | | |
|--|---|---|
| Employer: Address: City: Telephone: | Your Title: Dates of Employment: From: To: | Full-time _____ Part-time _____ Temporary _____ Salary _____ |
|--|---|---|

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|---------|--|
| Duties: | Work Reference: Telephone: Reason for Leaving: |
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| | | |
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| Employer: Address: City: Telephone: | Your Title: Dates of Employment: From: To: | Full-time _____ Part-time _____ Temporary _____ Salary _____ |
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| Duties: | Work Reference: Telephone: Reason for Leaving: |
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| Employer: Address: City: Telephone: | Your Title: Dates of Employment: From: To: | Full-time _____ Part-time _____ Temporary _____ Salary _____ |
|--|---|---|

| | |
|---------|--|
| Duties: | Work Reference: Telephone: Reason for Leaving: |
|---------|--|

May we conduct a background check including contact of your references named above and review other records as will be required for some positions? Yes _____ No _____ If not, why?

The University of Wisconsin-Eau Claire is committed to equal opportunity for all persons regardless of race, color, sex, creed, age, ancestry, religion, national origin, disability, sexual orientation, political affiliation, marital status, or arrest or conviction record. Inquiries concerning compliance with equal opportunity laws may be directed to the Affirmative Action Office, 217 Schofield Hall, 715-836-2387

I understand that criminal background checks are required prior to employment.

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

Signature

Date