



It is the policy of the Division of University Housing to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability. Please let us know if you need assistance or accommodations to interview.

Position You Are Applying For:			
Last Name		First	Middle
Address		City	State Zip
Home Phone (include area code)		Work Phone (include area code)	Cell Phone (include area code)
Email:			
State of Wisconsin Retirees: Are you currently receiving payments from the Wisconsin Retirement System (WRS)? <input type="checkbox"/> YES or <input type="checkbox"/> NO			

SKILLS:
List equipment, machinery, computer software, motorized vehicles (including snow blower/snow plow) you can operate:

List any additional training or licenses you have:

EDUCATION AND TRAINING:

Did you graduate from high school or obtain a GED? Yes No	Name and location of high school or institution:		
College or University Name & Location	Dates Attended From To	Major Field	Degree Conferred

WORK EXPERIENCE: Provide a complete description of all work experience including self employment, military service, etc starting with most recent work experience. You may attach additional materials as needed.

Employer	Your position	Salary	Kind of business
Address of business (street, city, state and zip code)		Reason for leaving	Supervisor's name, title, phone
Your duties			Dates of Employment From (Month/Day/Year) To Month/Day/Year

Employer	Your position	Salary	Kind of business
Address of business (street, city, state and zip code)	Reason for leaving		Supervisor's name, title, phone
Your duties			Dates of Employment From (Month/Day/Year) To (Month/Day/Year)
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Your duties			Dates of Employment From (Month/Day/Year) To (Month/Day/Year)

I certify that all of the information on this survey and attached materials is true and correct in every respect. I also understand an investigation of all statements contained in my application for employment will be verified as necessary for making an employment decision. Falsification of information may result in termination or removal from process.

Signature _____

Date _____



Reference Release

Please read this release and sign and date below if you understand and agree to these terms.

The Division of University Housing at the University of Wisconsin-Madison verifies past and current employment history, education (where appropriate), and criminal background prior to any and all offers of employment.

I understand an investigation of all statements contained in my application for employment will be verified as necessary for making an employment decision.

I hereby authorize the Division of University Housing Human Resources Office, or other authorized representatives bearing this release, such as University Housing managers and supervisors, to obtain all information and records pertaining to me as may be necessary for making an employment decision.

Sources of information and records may include, but are not limited to:

1. Municipal, State and Federal law enforcement agencies and courts
2. Previous employers
3. Current employers
4. Personal references
5. Any school, college, university or other educational institution

I hereby release any agency, institution or business, collectively or individually, from any and all liability relating to any attempt to comply with this release. A copy of this signed release may be accepted as the original. This release will remain in effect as long as my application is still being considered for employment with the Division of University Housing.

Date _____

Printed Name _____

Signature _____

Other Names
You've Used _____

REFERENCES (please print)

Your Name: _____

Reference Name: _____

Company Name: _____

Reference listed on application? Y or N

Relationship: current supervisor or employer teacher, community leader
 former supervisor or employer co-worker/business associate

Phone: _____ Best time to call: _____
 Area Code Number

Street: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Reference Name: _____

Company Name: _____

Reference listed on application? Y or N

Relationship: current supervisor or employer teacher, community leader
 former supervisor or employer co-worker/business associate

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