



AN EQUAL OPPORTUNITY EMPLOYER

Southwestern Wisconsin Community Action Program, Inc.

149 N Iowa St., Dodgeville, WI 53533
608-935-2326 FAX: 608-935-2876
Website: www.southwestcap.org

Employment Application

Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: () E-mail Address:

Date Available: _____ Business/Cell No.: _____ Desired Salary: \$ _____

Position Applied for:

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, explain:

Education

High School: Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other special training or skills (software, languages, machine operation, etc.)

References

Do not include past or current employers already listed or persons to whom you are related.

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Please give an accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:
Describe any training relevant to the position for which you are applying.

Other Experience

Please list and describe other experiences of skills you have that may be useful in the position for which you are applying:

Professional or Civic Organizations
(Exclude those which may disclose your race, color, religion or national origin)

Southwest CAP is an Equal Opportunity Employer. The information requested is needed for a legally permissible reason, including without limitation, a bonafide occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age and citizenship. The laws of Wisconsin prohibit discrimination based upon ancestry or marital status. The Americans with Disabilities Act prohibits discrimination against job applicants with disabilities who are qualified to perform the essential activities of the job and requires employers to provide individual with a reasonable accommodation to enable them to meet legitimate job criteria.

For Head Start and child care applicants ONLY: Have you ever been convicted of child abuse? NO
 YES – Explain:

For Finance Department applicants ONLY: Have you ever been convicted of a money-related felony?
 NO YES – Explain:

Southwest CAP Policy prohibits placing employees in positions in which they would be supervised by a member of their family. State the name of any relatives working for CAP or Serving on the Board of Directors.

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying? NO YES – Explain:

If you are in need of a reasonable accommodation to participate in an interview, please contact Southwest CAP.

Disclaimer and Signature

Southwest CAP is an "At Will" employer. Employment can be terminated at any time, with or without cause, and with or without notice by either the employee or Southwest CAP.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If Southwest CAP decides to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize Southwest CAP to do so. If a report is obtained, Southwest CAP must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Signature: _____ **Date:** _____