



Employment Application



2096 RED ARROW TRAIL
 MADISON, WI 53711
 (608) 275-6740 FAX: (608) 275-6756
www.reachdane.org

Name _____ Date _____
 Address _____ City _____ State _____ Zip Code _____
 Phone Number _____ Email Address _____

Position desired _____ Salary desired \$ _____

MADISON AREA LOCATION:

____ East ____ North
 ____ South ____ West

OTHER LOCATIONS:

____ DeForest ____ Sun Prairie
 ____ Stoughton ____ Green County

Employment preference? ____ Full-time ____ Part-time ____ Temporary

Are you 18 years or older? Yes ____ No ____

Are you legally eligible for employment in the USA? Yes ____ No ____

If you are not a U.S. citizen, what is your visa status? _____

Date available for employment? _____

Preferred Schedule (Ex: 8 am-4 pm): _____

Employment may require unusual hours (including nights and weekends) are you willing to accept this? ____ Yes ____ No

Have you ever applied at Reach Dane/Reach Green before? ____ Yes ____ No When? _____

Have you ever **worked** at Reach Dane/Reach Green or Dane County Parent Council before? ____ Yes ____ No

If yes, When? _____ Past Position _____

Are you now, or have you ever been the parent of a child enrolled in a Head Start Program or Early Head Start Program?

____ Yes ____ No If yes, give date(s) of enrollment/child's name:

Have you ever been convicted of child abuse, sexual assault or crimes against children or involving sexual morality? ____ Yes ____ No

(The state of Wisconsin requires the completion of background information disclosure (verification) prior to confirmation of hire)

Do you have valid WI Driver's license?	YES	NO
Do you have a clear motor vehicle record?	YES	NO
If not, please explain:		
For Social Service Positions:	For Transportation Positions:	
Do you have access to insured transportation? YES NO	Can you lift a minimum of 40 lbs? YES NO	
Do you own an insured auto? YES NO	Do you have CDL with P and S Endorsements? YES NO	

Current and Past Employment

Please list below (even if listed on resume) present and past employment, beginning with the most recent position.

Have you ever worked at any of these organizations under a different name? YES NO

Name(s) used and which organizations: _____

Employer:	Position:	Dates Employed:
Address:	Supervisor:	May we contact for Reference? YES NO
Phone: Email:	Reason for Leaving:	Pay Rate:
Job Duties:		

Employer:	Position:	Dates Employed:
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Education and Training

Graduated HS or GED/HSED? Yes No

Education beyond High School: (College, University, Vocational or other schools).

Name of Educational Institute:	Location:	Degree/Major?
Graduated? YES NO	Current Student? YES NO	Credits Earned:
Name of Educational Institute:	Location:	Degree/Major?
Graduated? YES NO	Current Student? YES NO	Credits Earned:
Name of Educational Institute:	Location:	Degree/Major?
Graduated? YES NO	Current Student? YES NO	Credits Earned:

Relative Courses to position: _____
 Are the courses in the days or evenings? _____

Do you speak any language(s) other than English? Yes No Languages: _____
(The ability to communicate in English is considered an essential function of all positions)

Professional Registration (Job related and consistent with business necessity)

Type _____ State _____ Lic. No. _____ Exp. Date _____
 Type _____ State _____ Lic. No. _____ Exp. Date _____

Has your professional license ever been suspended or revoked? Yes No
 If yes, describe

Describe any relevant training or experience not covered above. List memberships or honors in professional or technical associations.

How were you referred to this company?

- Online Job Posting (specify) _____
- Employee of Reach Dane (name) _____
- Community Agency (specify) _____
- Tech/University (specify) _____
- Special Event (specify) _____
- OTHER: _____

References

Please list the names professional references (**not related to you**) who can testify to your ability to perform in the potential work area. (Students please include academic/clinical references.)

REF 1	Reference Name:	Business:	Relationship:
	Phone:	Email:	
REF 2	Reference Name:	Business:	Relationship:
	Phone:	Email:	
REF 3	Reference Name:	Business:	Relationship:
	Phone:	Email:	
REF 4	Reference Name:	Business:	Relationship:
	Phone:	Email:	

Authorization, Release and Certification

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age, handicap, marital status, source of income, class, physical characteristics, sexual orientation, or political beliefs, as required by federal, state or local laws. No information on this application will be used for the purpose of discrimination on the basis of any such protected category.

I understand that receipt of this application does not guarantee a job interview or offer of employment. I understand that misrepresentation or omission of facts shall be sufficient cause for removal from consideration for employment or for dismissal after employment. I authorize a representative of Reach Dane/Reach Green to investigate, without liability, all statements contained in this application and hereby release such person, corporation, or other organization from any and all liability for providing such information. I also authorize listed employers and references, without liability, to make full response to any inquiries by the Reach Dane/Reach Green in connection with my application for employment.

I understand this application will be considered active for six months, and that if I wish to be considered after that time, I must reapply for employment. I must contact the Human Resources Department if I wish to have my application considered for any specific opening that occurs within that period. I acknowledge that I have read (or have had read to me) and understand this authorization, release and certification.

Signature _____ Date _____

For Office Use Only

Position Offered: _____ Date Filled: _____
 Pay Rate: _____ PT/FT Hours: _____ Start Date: _____
 Supervisor: _____ Orientation Date: _____
 Program: _____ Location: _____
 Job Code: _____ Expense #: _____ Grant #: _____
 Full/Part Year: _____
 Comments: