

# APPLICATION FOR TEMPORARY EMPLOYMENT

(STUDENT HELP OR LIMITED TERM EMPLOYEE)

UNIVERSITY OF WISCONSIN-MADISON

UW Madison, Transportation Services

610 Walnut Street, 124 WARF

Madison WI 53726

(Please complete all sections of this application)

Title of Position you are applying for		Date Available to Start	
Last Name	First	Middle Initial	
Address	City	State	Zip
Home Phone (include area code) ( ) -	Work Phone (include area code) ( ) -	Social Security #	
What type of employment are you seeking? (check all that apply) Full time (short term) <input type="radio"/> Part time <input type="radio"/>			
What hours are you available to work? (check all types you will accept) Day shift (7:45 a.m.-4:30 p.m.) <input type="radio"/> Evening shift (5:00 p.m.-1:30 a.m.) <input type="radio"/> Night shift (10:30 p.m.-7:00 a.m.) <input type="radio"/> Weekends <input type="radio"/> Rotating shift <input type="radio"/> Other (specify) _____			

## EDUCATION AND TRAINING

Are you currently a student? Yes  No

If yes, please indicate current school name: \_\_\_\_\_

Note: Wisconsin law restricts the employment of minors. If you are a minor (under 18 yrs of age), hiring will be subject to providing proof of age in the form of work permit. You must be at least 16 yrs of age to work at FP&M.

Name of College, Technical School, Trade, etc.	Location	Major or Field	Type of Degree

## SKILLS AND QUALIFICATIONS

Describe any training you have had which is not covered above, such as correspondence courses, military training, on the job training, apprenticeship programs, volunteer work, etc. List any current license or registration as a member of a trade or profession.

\_\_\_\_\_  
\_\_\_\_\_

If you are applying for a position requiring typing/keyboard skills, how many words do you type: \_\_\_\_\_

Do you have experience with computer software, such as word processing, database, or e-mail? Yes  No

If yes, what kind of programs? \_\_\_\_\_

When and where was this experience acquired? \_\_\_\_\_

List other equipment or machinery which you can skillfully operate: \_\_\_\_\_

\_\_\_\_\_

Do you speak, write or read English? If yes, please check: speak  write  read

Do you speak, write or read a second language? If yes, which language?

Spanish Please check: speak  write  read

Hmong Please check: speak  write  read

Other, please specify \_\_\_\_\_ Please check: speak  write  read

**WORK EXPERIENCE - PROVIDE A COMPLETE DESCRIPTION OF ALL QUALIFYING EXPERIENCE**

Start with your present or most recent job. Include service in the armed forces and self-employment. For part-time employment show the average number of hours worked per week. Indicate any change in job title under the same employer as a separate position.

Present or most recent employer	Kind of Business	Your Title
From:                      To:	Reason for leaving or considering leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> If part-time, hours per week:
Description of Duties		Reference (name, address, phone number)
Present or most recent employer	Kind of Business	Your Title
From:                      To:	Reason for leaving or considering leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> If part-time, hours per week:
Description of Duties		Reference (name, address, phone number)
Present or most recent employer	Kind of Business	Your Title
From:                      To:	Reason for leaving or considering leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> If part-time, hours per week:
Description of Duties		Reference (name, address, phone number)

May we contact employers for references? Yes  No  If no, explain \_\_\_\_\_  
 \_\_\_\_\_

I understand that all of the information on this application is true and complete, and that any false or missing job information may disqualify me for the position.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Application will be kept on file for 90 days.*