

# UW Baraboo/Sauk County Student Employee Application

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Please complete all portions of this application and **submit to the department you wish to work for**. Incomplete applications will not be reviewed. Your application will be reviewed as soon as possible. Only those students selected for an interview will be contacted. Please note that a criminal and employment history background check will be performed prior to offer of employment.

## Applicant Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Do you currently or have you ever worked for UW Colleges? Yes  No  If so, which campus and department? \_\_\_\_\_

Are you eligible for federal work/study? Yes No Unsure

Course of Major/Study: \_\_\_\_\_ Student ID # \_\_\_\_\_

Check the department(s) you wish to apply for: \_\_\_\_\_ Number of credits enrolled in this semester? \_\_\_\_\_

- |                         |                               |                                 |
|-------------------------|-------------------------------|---------------------------------|
| Administrative Services | Athletic Department Assistant | Art                             |
| Biology                 | Business Office               | Chemistry                       |
| Distance Education      | Food Services                 | Library                         |
| Maintenance             | Music                         | Student Affairs/Solution Center |
| Theatre                 | University Relations          |                                 |
| Other:                  |                               |                                 |
| Other:                  |                               |                                 |

Please list the times and days you are available to work in the space below:

Monday

Tuesday

Wednesday

Thursday

Friday

Weekends  
(very limited hours available)

**Employment History** (List present or most recent job first)

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Responsibilities: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Responsibilities: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**About You**

List the skills, experience and/ or volunteer work you would like us to consider in hiring you for a position

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify all the information on this application is true, accurate and complete. I understand if I have given any false information or omitted any relevant facts, I may be disqualified from employment consideration with UW Baraboo/Sauk County. If I am hired, I may be discharged immediately upon discovery of such false information or omissions.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please note: Federal Work Study eligible students may have preference for hire.

The UW Colleges is an equal opportunity/affirmative action employer and encourages women, members of minority groups, persons with disabilities, and veterans to apply. UW Colleges will provide reasonable accommodations during the employment process for qualified applicants with disabilities if notified in advance. Employment may require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant.

**For Office Use:**

CBC Approval

WS Verified: Yes  No  FY:

Amount:

Date:

Department(s)

forwarded to:

Hire

Hire

Department: \_\_\_\_\_

Date: \_\_\_\_\_

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