



# Wisconsin Youth Company Application

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Over 18 years of age:  Yes  No E-mail Address: \_\_\_\_\_

Are you eligible to obtain employment in the United States, if offered this position?  Yes  No

(If offered the position, you will be required to provide documentation to verify eligibility.)

Position(s) applied for: \_\_\_\_\_

## Part 1 - Education

**IMPORTANT:** All applications must include a post high school transcript or a high school transcript or diploma if post high school education has not been completed. (Need not be an official copy with application.) Please explain your education background (begin with high school). Attach additional sheets if necessary. Please note, an official transcript may be required if offered employment.

### High School:

Name of school: \_\_\_\_\_ City & State: \_\_\_\_\_

High School Diploma or G.E.D. obtained:  Yes  No

### Post High School:

Name of school: \_\_\_\_\_ City & State: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_ Areas of Study: \_\_\_\_\_

Degree obtained or credits toward degree: \_\_\_\_\_

Name of School: \_\_\_\_\_ City & State: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_ Areas of Study: \_\_\_\_\_

Degree obtained or credits toward degree: \_\_\_\_\_

Please describe any other training or continuing education credits you have had which might be relevant to the position you are applying for:

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## Part 2 - Employment History

Past work history: Please provide a full record of all employment (paid and volunteer), explaining any gaps in employment. Describe any positions that directly relate to the position you are applying for (include positions with Wisconsin Youth Company if applicable). Please indicate if any employment was under a different name.

1. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer?  Yes  No

2. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer?  Yes  No

3. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer?  Yes  No

4. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer?  Yes  No

### Part 3 – References

Please list the FULL NAME, ADDRESS, CURRENT PHONE NUMBER and EMAIL (if known) of at least two work related references:

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## Part 4 – Authorization

### All applicants should read this certification carefully before signing:

I certify that I have never been convicted nor do I have any pending charges of child abuse, neglect or crimes against sexual morality involving children.

I understand that if I am offered a position, that offer is contingent on the successful completion of a background check.

I authorize Wisconsin Youth Company personnel to contact the references I have indicated as part of this application.

I will provide written verification of all certifications and relevant training.

I authorize investigation of all statements herein, including any checks of criminal records, and release Wisconsin Youth Company and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee.

I also understand that untrue, misleading, or omitted information relating to this application or in other documents completed by me may result in dismissal, regardless of the time of discovery by Wisconsin Youth Company.

***I certify that the information provided in this application is correct to the best of my knowledge.***



Applicant Signature

Date

Please mail applications for Dane County to:

Wisconsin Youth Company, Inc.  
Attn: Hiring Committee  
1201 McKenna Blvd.  
Madison, WI 53719  
608-276-9782  
hiringcommittee@wisconsinyouthcompany.org

Please mail applications for Waukesha County to:

Wisconsin Youth Company, Inc.  
Attn: Hiring Committee  
1800 Dolphin Dr. Suite 200  
Waukesha, WI 53186  
262-547-8770  
waukesha@wisconsinyouthcompany.org