



WISCONSIN ENERGY CONSERVATION CORPORATION EMPLOYMENT APPLICATION

POSITION INFORMATION:

Position Desired:		Date:
Have you ever applied for employment with us? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, when? Month _____ Year _____	Which Position?
How did you learn about our organization? <input type="checkbox"/> Company Web site <input type="checkbox"/> Print Newspaper Ad <input type="checkbox"/> Job Web site <input type="checkbox"/> Referred by Friend <input type="checkbox"/> Other (specify) _____	Were you referred to our organization by a current employee? <input type="checkbox"/> NO <input type="checkbox"/> YES (Who?) _____	Salary Expectation: \$ _____ per year
	Can you produce the documents necessary to verify that you are a U.S. citizen; or alien authorized for employment in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date Available to Start:

APPLICATION AND RESUME INSTRUCTIONS:

Please fill in this typeable application form completely. When you have finished, please attach this file, a resume (in Word or WordPerfect for PC formatted), and a cover letter to an email and send it to: hr@weccusa.org. You may also print a completed form and mail it along with your resume and cover letter to:

Wisconsin Energy Conservation Corporation, Attn: Human Resources, 431 Charmany Drive, Madison, WI 53719

TO THE APPLICANT:

We appreciate your interest in our organization. The information requested in this form will give us a clear understanding of your qualifications, background, and work history, and will aid us in placing you in a position for which you are best suited. If you are hired, employment will be "at-will", meaning that you will not have a contract for a specific duration and can be terminated at any time for any reason, with or without cause.

The Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, sex, religion, or national origin. The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination because of age. The Americans with Disabilities Act prohibits discrimination against those with disabilities. Various state laws prohibit some of the above as well as other types of discrimination. As an **Equal Opportunity Employer**, our company intends to comply fully with all applicable federal and state employment laws.

PERSONAL INFORMATION:

First Name:	Middle Name or Initial:	Last Name:
Email Address:		Social Security Number: ____ - ____ - ____
Present Home Address:	City:	State: Zip Code:
Daytime Phone: (____) _____ - _____	Evening Phone: (____) _____ - _____	What days and hours are you available?
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.</small>	Have you been convicted of a felony within the last 7 years? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If yes, explain: 1) nature of crime 2) date of conviction 3) state in which convicted. (Convictions are not an automatic bar to employment.)</small>	

EDUCATIONAL INFORMATION:

HIGH SCHOOL	High School Name:	Did you graduate from high school? <input type="checkbox"/> YES <input type="checkbox"/> NO
	High School Address:	If no, did you receive a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO
	City: State: Zip Code:	Years Attended From: Until: Month _____ Year _____ Month _____ Year _____
COLLEGE	College Name:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
	College Address:	Field of Study: Type of Degree Received:
	City: State: Zip Code:	Years Attended From: Until: Month _____ Year _____ Month _____ Year _____
OTHER/GRADUATE	Institution Name:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
	Institution Address:	Field of Study: Type of Degree Received:
	City: State: Zip Code:	Years Attended From: Until: Month _____ Year _____ Month _____ Year _____

EMPLOYMENT INFORMATION:

List your employment history starting with the most recent job, including part-time, temporary and volunteer jobs. (As you describe your work duties, highlight your competencies which demonstrate your qualifications for the position for which you are applying, or enter "See Resume" in the "Duties" field.)

Current or Last Employer:		Address:	
Job Title:		Phone: (___ ___) ___ - ___ - ___	Did you supervise anyone? <input type="checkbox"/> NO <input type="checkbox"/> YES (How many?) _____
Supervisor Name:		Supervisor Title:	Supervisor Phone: (___ ___) ___ - ___ - ___
May we contact your supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO	Duties:		
Employment From: Month _____ Year _____			
Employment To: Month _____ Year _____			
Salary: \$ _____ per year			

Reason For Leaving:

Former Employer:		Address:	
Job Title:		Phone: (___ ___) ___ - ___ - ___	Did you supervise anyone? <input type="checkbox"/> NO <input type="checkbox"/> YES (How many?) _____
Supervisor Name:		Supervisor Title:	Supervisor Phone: (___ ___) ___ - ___ - ___
May we contact your supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO	Duties:		
Employment From: Month _____ Year _____			
Employment To: Month _____ Year _____			
Salary: \$ _____ per year			

Reason For Leaving:

Former Employer:		Address:	
Job Title:		Phone: (___ ___) ___ - ___ - ___	Did you supervise anyone? <input type="checkbox"/> NO <input type="checkbox"/> YES (How many?) _____
Supervisor Name:		Supervisor Title:	Supervisor Phone: (___ ___) ___ - ___ - ___
May we contact your supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO	Duties:		
Employment From: Month _____ Year _____			
Employment To: Month _____ Year _____			
Salary: \$ _____ per year			

Reason For Leaving:

DISCLAIMER: (PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION)

This application is not to be construed as a contract of employment. It is not intended as a guarantee to employment for any particular term and just as our employees are free to terminate their employment relationships with us at any time, the Company reserves the right to discharge employees, with or without cause, at will. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.

Signature of Applicant:**Date:**