

S3661 State Highway 131
La Farge, WI 54639

PH: 608/625-2960

KICKAPOO VALLEY RESERVE

Application for Limited Term Employee

Position(s): Clerical/Visitor Center Receptionist

Must be 18 years old to apply. Please print clearly.

All applicants must complete this form; resume allowed as additional attachment.

Last Name First Name M.I.

Email Address

Mailing Address

Phone (daytime)

City State Zip

Racial/Ethnic (optional)

Are you currently legally authorized to work in the United States?

_____ Yes _____ No

___ Black (not Hispanic)

___ Asian or Pacific Islander (incl. Indian Subcontinent)

___ American Indian/Alaskan Native

___ Hispanic (Mexican, Puerto Rican, Cuban, Other)

___ White (not Hispanic)

Are you a Wisconsin Resident?

_____ Yes _____ No

Gender

___ Female ___ Male

Do you possess a **Regular** Wisconsin driver's license?

_____ Yes - Regular _____ No - Probationary

_____ Do not possess a Wisconsin driver's license

(Race and Gender information are used for equal employment/affirmative action purposes only.)

Type of employment you will accept? (check all that are acceptable)

___ 40 hours/week ___ Less than 40 hours/week ___ Summer Only ___ Year-round

Weekends ___ Yes ___ No

When will you be available to start employment? _____

EDUCATION AND TRAINING

Name and Location of High School or equivalent: _____

Graduated ___ Yes ___ No Month and Year Diploma Granted or Anticipated _____

Training beyond high school - Include military, college, university, vocational schools you attended.

Name & Location	Dates	Major Field	Degree Completed & Yr.

Describe any customer service training and/or work experience with the general public you have had.

List computer experience or training, e.g., Access, MS Word, Excel, and Social Media:

Attach additional sheets with the application if space is needed for narrative descriptions.

EXPERIENCE

This information may be used to determine if your application is accepted. Start with your present or most recent job. Include service in Armed Forces and any self-employment. If you have volunteer experience relevant to the position for which you are applying, please identify the organization and describe your responsibilities.

Name of Business or Organization _____ Location _____

Your position or duties _____ Reason for leaving _____ Dates employed (month and year) _____

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Your position or duties _____ Reason for leaving _____ Dates employed (month and year) _____

Name of Business or Organization: _____ Location _____

Your position or duties _____ Reason for leaving _____ Dates employed (month and year) _____

Please tell us your primary source of information in learning about this employment opportunity.

_____ Newspaper _____ Website _____ Bulletin board _____ Other – explain _____

Please provide three professional and/or personal references: name, relationship and contact information.

Name	Relationship (i.e. Supervisor/Teacher/Friend)	Phone Number
1.		
2.		
3.		

By signing below, I certify the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

Signature: _____

Date: ____/____/____