

# TEN CHIMNEYS FOUNDATION EMPLOYMENT APPLICATION

Please fill out completely (This is a PDF form and can be filled out via computer or printed off and filled out by hand). You may send your cover letter and resume by email to [hr@tenchimneys.org](mailto:hr@tenchimneys.org), however, a hand-signed copy of this application must be on file before an interview would be requested. Faxed or scanned (sent as an email attachment) versions of the signed application are acceptable. You may mail this application to Human Resources, Ten Chimneys Foundation, PO Box 225, Genesee Depot, WI 53127 or fax it to Human Resources at (262) 968-4267. Applications are considered without regard to race, color, religion, sex, national origin, marital or veteran status, or the presence of a non-job-related medical condition or handicap. THANK YOU for your submittal and interest.

## PERSONAL INFORMATION

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

Position Applied for: \_\_\_\_\_

Source/Referred by: \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Have you ever been convicted of or charged with a felony or misdemeanor:  No  Yes  
If yes, please attach the details in full, including dates, details of offence(s) charges, jurisdiction, and disposition of case.

Have you, or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the past 7 years?  No  Yes If yes, please attach full details, including dates, places, and amounts involved, and disposition.

Have you ever applied for or held a position at Ten Chimneys Foundation previously?  
 No  Yes  
If yes, what position and when? \_\_\_\_\_

## POST-SECONDARY EDUCATION

School(s) Attended	# of Years	Year Graduated	Degree/Certification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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## EMPLOYMENT/PROFESSIONAL EXPERIENCE

Please fill out the following information regarding your past three (3) positions, even if the information appears on the résumé submitted with this application. Start with your present or most recent position. You may include military service assignments and volunteer activities. Please exclude organization names that indicate your race, color, religion, sex, or national origin.

1) ORGANIZATION NAME: \_\_\_\_\_

Organization City and State \_\_\_\_\_ Phone #: \_\_\_\_\_

Starting Position: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

1) ORGANIZATION NAME: \_\_\_\_\_

Organization City and State \_\_\_\_\_ Phone #: \_\_\_\_\_

Starting Position: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2) ORGANIZATION NAME: \_\_\_\_\_

Organization City and State \_\_\_\_\_ Phone #: \_\_\_\_\_

Starting Position: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3) ORGANIZATION NAME: \_\_\_\_\_

Organization City and State \_\_\_\_\_ Phone #: \_\_\_\_\_

Starting Position: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## PROFESSIONAL REFERENCES

Please provide three (3) business references.

1) PROFESSIONAL REFERENCE NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Define Professional Relationship: \_\_\_\_\_

Business Phone/Email: \_\_\_\_\_

2) PROFESSIONAL REFERENCE NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Define Professional Relationship: \_\_\_\_\_

Business Phone/Email: \_\_\_\_\_

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3) PROFESSIONAL REFERENCE NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Define Professional Relationship: \_\_\_\_\_

Business Phone/Email: \_\_\_\_\_

## PERSONAL REFERENCES

Please provide three (3) personal references.

1) PERSONAL REFERENCE NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Define Relationship: \_\_\_\_\_

Day Phone/Email: \_\_\_\_\_

2) PERSONAL REFERENCE NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Define Relationship: \_\_\_\_\_

Day Phone/Email: \_\_\_\_\_

3) PERSONAL REFERENCE NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Define Relationship: \_\_\_\_\_

Day Phone/Email: \_\_\_\_\_

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### **COMMENTS AND SPECIAL SKILLS**

In addition to requesting your completed employment application, we also require that you provide us with brief (100-300 words each) responses to the following questions. (You may write your response below or in a separate document.)

1. WHAT ABOUT THIS POSITION INTERESTS YOU THE MOST?

2. WHAT DO YOU REQUIRE FOR "HIGH JOB SATISFACTION?"

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Please describe any **SPECIAL SKILLS/QUALIFICATIONS** you offer this position or list any **ADDITIONAL COMMENTS** you have regarding your application.

### SIGNATURE REQUIRED

I certify that the above answers are true and complete to the best of my knowledge. I authorize Ten Chimneys Foundation to investigate any statement contained in this application, and to obtain a credit report on me as necessary to determine my qualifications. I hereby authorize any and all persons (including any and all employers with whom I have been employed, schools that I have attended and organizations with which I have been connected) to release any and all information they have about me to a Ten Chimneys Foundation Representative. This includes all of my personnel records with prior employers and any information about my performance during my employment with them and also includes all of my transcripts from any schools that I have attended. I hereby release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to a Ten Chimneys Foundation Representative from any and all liability for any damage for giving this information. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondences, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulation, and policies of Ten Chimneys Foundation.

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Signature

Date