

The Swiss Colony, Inc.

Career Exploration Program Application

To be considered for Career Exploration Program, the following items must be completed by **April 30, 2010:**

- Complete and submit the Career Exploration Program Application and Essay. This can be obtained at The Swiss Colony Employment Office (851 1st Avenue, Monroe, Wisconsin. Office Hours: M-F, 8:00 AM to 4:30 PM) or downloaded at www.theswisscolony.org.
- Schedule an interview with the Human Resources Office by contacting Alice Siedschlag at (608) 328-8718.
- Provide **two professional references** – name, how you know this person, and phone number they can be contacted at (there is space on the application for this information).
- Submit verification of your cumulative grade point average (i.e. school transcripts, report card, letter from school). Please submit with application.
- You must be a High School Junior/Senior OR college Freshman/Sophomore to apply (the summer before your High School Junior year is also acceptable). You must also be at least 16 years of age.
- **The application (including essay, references, GPA verification) and interview must be submitted/scheduled by April 30, 2010. We will not accept applications or schedule interviews after April 30, 2010.**

Please complete ALL sections of the application (USE ADDITIONAL PAGES IF NECESSARY).

1. If you plan to further your education beyond high school, please check the appropriate item that reflects your plans:
_____ 1 to 2 Year Degree (technical or associates degree) _____ 4 Year Degree Program
2. Please indicate your current status in schools (i.e. Junior, Senior, etc.): _____
3. Please list your department interest in order of preference (Call Center, Bakery).

Call Center – we will be hiring Customer Service Representatives to work in our Monroe Call Center to take customer catalog orders via telephone and enter orders onto a computer.

Bakery – we will be hiring Lineworkers to work in our Monroe Bakery to package and label finished food products into containers/boxes.

Monroe Fulfillment – we will be hiring Material Handlers to work in our Monroe Fulfillment Center to Sort, count, scan, receive paperwork, and label boxes.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4. Are you able to commit to our Career Exploration Program from 6/14/10 to 8/13/10? Yes/No
If not, please explain why. _____
5. Do you have any planned vacations or commitments that you will need time off for?
If so, please explain. _____

Name of Organization

Involved (i.e. 2006-2010)

Hours per Month Involved

15. Please list any A/P courses you have completed or are currently enrolled in (if applicable).

References should not be a relative, family member, or personal acquaintance. References must be a professional reference such as teacher, past/present supervisor, coach, guidance counselor, etc.

Professional Reference 1:

First and Last Name: _____

How do you know this person: _____

Phone Number: _____

E-mail Address: _____

Professional Reference 2:

First and Last Name: _____

How do you know this person: _____

Phone Number: _____

E-mail Address: _____

I hereby declare that the information reported above is true and complete and hereby authorize you to contact references. It is understood and agreed that any misrepresentation will be sufficient reason for rejection of my application or dismissal at any time during my employment, without liability to the company.

Student Signature: _____

Date: _____

ESSAY

Name: _____

Please include the following information in a well-written, concise essay format (Use additional pages if necessary).

Character Essay: Please tell us why you are interested in the Career Exploration Program and what field(s)/career(s) you are interested in pursuing/studying after high school. Please describe any skills you may have that you consider a strength and why (i.e. computer skills, public speaking, etc.)

APPLICATION DEADLINE

Please submit your application/essay, verification of your cumulative grade point average, two references and schedule an interview by April 30, 2010 We will not accept applications after April 30, 2010.