# 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 1<sup>st</sup> 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 <u>cumulative</u> 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 <u>April 30, 2010</u>. 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).				
	<b>Call Center</b> – 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.				
	<b>Bakery</b> – we will be hiring Lineworkers to work in our Monroe Bakery to package and label finished food products into containers/boxes.				
	<b>Monroe Fulfillment</b> – we will be hiring Material Handlers to work in our Monroe Fulfillment Center to Sort, count, scan, receive paperwork, and label boxes.				
	1 <sup>st</sup> Choice: 2 <sup>nd</sup> Choice: 3 <sup>rd</sup> 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.				

6.	Please circle whether you are interested in full-time hours (40 hours per week) or part-time hours (Less then 30 hours per week):						
	Part-Time	Full-Time					
7.	Applicant's Ful	1 Name:	First	Middle		Last	
	Home Address/ Current Address Phone Number:		(if applicable):				
8.	Relatives Work	ing at the Comp	any:First	Middle	Initial	Last	
9.	Academic Historia	ory:					
	Name of High S	School	Locati	on		Enrollment Dates	
10.	Educational ins	titution(s) to wh	ich you have ap	plied or plan t	o apply if know	n.	
11.	What was the d	eciding factor(s)	in choosing thi	s institution(s)	if known?		
12.	, ,	roposed course o	2		_	aking this decision? If	
13.	What extracurricular activities have you been involved in (i.e. sports and school clubs – outside normal school hours – but related to school) If you list a club, please briefly describe what type of club it is (i.e. Key Club is a high school student division of the Kiwanis Club, which has fundraisers and provide community service).						
	Name of Organ	ization	List Years Involved (i.e. 2	2006-2010)	Offices Held	(i.e. President, Secretary)	
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14. What community groups have you been involved in during your high school years (i.e. Boy Scouts, Jr. Optimist, 4-H, Church Group, Volunteer Work)?

Name of Organization		Hours per Month Involved
15. Please list any A/P courses y	•	ntly enrolled in (if applicable).
Defenences should not be a val	ativa family mamban an nava	anal acqueintance Defenences must be
		onal acquaintance. References must be visor, coach, guidance counselor, etc.
Professional Reference 1:		
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 infor contact references. It is under	mation reported above is true stood and agreed that any mis	and complete and hereby authorize you srepresentation will be sufficient reason finy employment, without liability to the
Student Signature:		Date:

## **ESSAY**

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

Name:

necessary).							
<u>Character Essay</u> : 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.