



**Wisconsin Nutrition Education Program (WNEP)  
Nutrition Educator**

**Employment Application Form**

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, or identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. **We promote excellence through diversity and encourage all qualified individuals to apply.**

**HOW TO APPLY:**

- 1) Write a Cover Letter (up to 2 pages long) that summarizes your knowledge, skills and abilities. In your letter, please write a paragraph for each of the Nutrition Educator minimum qualifications to explain how you meet them. It is acceptable to highlight related life experiences, professional work history, volunteer work, training and formal education. It is also acceptable to highlight those preferred knowledge, skills and abilities that are a particular strength for you. Please note that your response will be evaluated for both content and written communication skills.
- 2) Complete all sections of this Employment Application Form.
- 3) Upload the Cover Letter, Employment Application Form, and optional Confidentiality Form following the application procedures described on the last page of the Nutrition Educator Position Description.
- 4) Please contact the Cooperative Extension Human Resource Development Office or the local County Extension Office if you have questions regarding the application process or do not have access to a computer to complete the online application. See details on the last page of the Nutrition Educator Position Description.
- 5) Applicants who need reasonable accommodations to ensure equal opportunity in the application process should contact the UW-Extension Office of Equity, Diversity & Inclusion, 432 N. Lake Street, Room 501, Madison, WI 53706; 608.262.0277 office; 608.890.0259 fax; 711 for Relay.

Date \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Current Address (include Street Address; Apartment Number, if applicable.)  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Residence/Cell Phone Number ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

I am interested in Nutrition Educator vacancies in the following county or counties: \_\_\_\_\_

How did you hear about this position vacancy? (Please be specific, by giving name of newspaper, website, etc.)  
\_\_\_\_\_

**EDUCATION**

List School Name(s) and Location(s)	List Major(s) or Area(s) of Study Focus	List Degree (s) or Certificate(s) Received
High School:		
Technical School:		
College or University:		
Other:		

## EXPERIENCE

We are interested in learning about your life, volunteer and/or work experiences as they relate to the purpose of a Nutrition Educator position. As stated in the position description, the purpose of Nutrition Educator positions is to provide education related to basic nutrition, regular low impact physical activity, food safety, and food budgeting for individuals and families living on limited economic resources. Reaching diverse audience, working in community settings, and building relationships with local partners and office team members are also important aspects of Nutrition Education positions.

Please complete the following sections to describe your related experience.

### LIFE AND VOLUNTEER EXPERIENCES (Briefly describe related experience, activities, events, etc.)

**WORK EXPERIENCE** (Describe your PAID work experience, one position at a time, beginning with your present or most recent job. Incomplete or inaccurate information may result in the disqualification of your application.)

**Employer Name or Company** \_\_\_\_\_

Address \_\_\_\_\_

Position(s) \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_;  Full-time or  Part-time at \_\_\_\_\_ hours/week  
Mo/Yr Mo/Yr

Reason for leaving \_\_\_\_\_

Description of job duties:

---

---

---

**Employer Name or Company** \_\_\_\_\_

Address \_\_\_\_\_

Position(s) \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_;  Full-time or  Part-time at \_\_\_\_\_ hours/week  
Mo/Yr Mo/Yr

Reason for leaving \_\_\_\_\_

Description of job duties:

---

---

---

**Employer Name or Company** \_\_\_\_\_

Address \_\_\_\_\_

Position(s) \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_;  Full-time or  Part-time at \_\_\_\_\_ hours/week  
Mo/Yr Mo/Yr

Reason for leaving \_\_\_\_\_

Description of job duties:

---

---

---

**Employer Name or Company** \_\_\_\_\_

Address \_\_\_\_\_

Position(s) \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_;  Full-time or  Part-time at \_\_\_\_\_ hours/week  
Mo/Yr Mo/Yr

Reason for leaving \_\_\_\_\_

Description of job duties:

---

---

---

### REFERENCES

Please provide contact information for three (3) work references, including at least one person who has been your immediate supervisor. Do not list relatives or personal friends. For each reference, please indicate the nature of your professional relationship and include the person's position/title, e-mail address and telephone number.

Name	Position/Title	Professional Relationship	Email	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### CRIMINAL RECORDS REVIEW

A criminal records review will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

**THANK YOU** for your application. Please refer to "How to Apply" instructions on page 1 for information on how to submit this form upon completion.