

# Colony Brands, Inc.

## Career Exploration Program Application

To be considered for the Career Exploration Program, the following items must be completed before April 20, 2012:

- Complete and submit the Career Exploration Program Application and Essay. This can be obtained at the Colony Brands, Inc. Employment Office (851 1<sup>st</sup> Avenue, Monroe, Wisconsin. Office Hours: M-F, 8:00 AM to 4:30 PM) or download at [www.colonybrands.com](http://www.colonybrands.com).
- 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 completed by April 20, 2012. We will not accept applications or schedule interviews after April 20, 2012.**

**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 school (i.e. Junior, Senior, etc.): \_\_\_\_\_

3. Please list your department interest in order of preference (Call Center, Bakery, and Monroe Fulfillment).

**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.

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 6/11/12 to 8/10/12? 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. Applicant's Full Name: \_\_\_\_\_



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

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**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 before April 20, 2012 Applications will not be accepted after April 20, 2012.**