

# CAREER EXPLORATION PROGRAM

## 2010

If you are looking for a new and exciting place to start your career, The Swiss Colony, Inc. is the right place. Great things are happening here and the job opportunities are endless. We would love to show YOU what opportunities are available through our Career Exploration Program.

The program is open to students who will be High School Juniors and Seniors and Freshman or Sophomores in College for the 2010/2011 school year. This program will give students the opportunity to explore different careers within our company as well as have a great paying summer job (June through August).

### HERE'S how it works:

- Students will work in a primary/home department (Bakery, Contact Center, or Monroe Fulfillment) for four days per week.
- One day per week will be spent in different departments across the company such as Human Resources, Public Relations, Benefits, Marketing, Creative Production, Accounting, Purchasing, Internet/E-Commerce, and Inventory Management.
- Students will job shadow employees in different departments to gain a better understanding of that department and the jobs associated with that field.
- You must be a Junior or Senior High School student or a Freshman or Sophomore in College to apply. You must be at least 16 years of age.
- Upon completion of the program you will receive a \$200.00 scholarship to the school of your choice.

### How to Apply:

- Complete and submit the Career Exploration Application and Essay. This can be obtained at The Swiss Colony Employment Office, 851 1<sup>st</sup> Avenue, Monroe, Wisconsin. Office hours are M-F, 8:00 AM to 4:30 PM.
- Schedule an interview with the Human Resource Office by contacting Alice Siedschlag at (608) 328-8718 by Friday, April 30, 2010.
- 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 grade point average (i.e. school transcripts, report card, letter from school). Please submit with application.
- The application (including references and GPA verification) and interview must be submitted by Friday, April 30, 2010.

We will not accept applications after Friday, April 30, 2010.

**The Swiss Colony**<sup>®</sup>  
SINCE 1926