

Welcome to JobApply –Logging in and Applying

You can apply by clicking on [Apply Online](#) for a vacancy posted on www.jobs.wisc.edu

To Apply For A Vacancy

You must have an account to apply for vacancies. If you have not created an account, please refer to the “How to Create an Account” help document to create your account in JobApply.

Please log in to your account. **Your password is case-sensitive.**

FIELD	ACTION
Email	Enter Email Address
Password	Enter Password
Log In	Press <Log In>

- The JobApply system times out after 20 minutes.
- You can logout at any time during the application process and go back in later to complete your application.
- You will need to go back to www.jobs.wisc.edu and go to the selected vacancy and click on [Apply Online](#)
- You will be taken to the Log In screen and will need to log in in order to complete the application process.

Review profile and make updates as needed.

Listings - Online Application

Applying for FINANCIAL SPEC 3(00103) (SCHOOL OF EDUCATION/MCER)

Personal Information Affirmative Action Data Instructions References Upload Documents Work History Confidentiality Exit Poll Confirmation Thank You

Verify or correct your personal information and click Next.

First Name:

Middle Name:

Last Name:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code: -

Country:

Email Address:

Daytime Phone Number: - - Ext:

Evening Phone Number: - - Ext:

Other Phone Number: - - Ext:

Fax Number: - -

Education Level:

Next

Click on “next” when completed.

Review Affirmative Action Data and make updates as needed.

Listings - Online Application

Applying for FINANCIAL SPEC 3(00103) (SCHOOL OF EDUCATION/WCER)

Personal Information **Affirmative Action Data** Instructions References Upload Documents Work History Confidentiality Exit Poll Confirmation Thank You

As a recipient of federal contracts, UW-Madison is required by law to request data from applicants for employment in order to monitor our recruitment and selection practices. Submission of the information requested on this web-based questionnaire is voluntary. The information you provide will be used to meet the university's data collection and reporting responsibilities, and to assess the effectiveness of our AA/EEO recruitment and selection efforts. The information will be kept confidential and will not be considered as part of the hiring criteria. Moreover, you will not be excluded from consideration if you decline to provide this information. Read the [full memo](#) about UW-Madison's responsibilities.

Ethnicity (Check only one)

Hispanic/Latino Origin

Not of Hispanic/Latino Origin

Race (Check all that apply)

American Indian or Alaska Native *A person having origins in any of the original peoples of North & South America, including Central America, who maintain tribal affiliation or community attachment*

Black or African American *A person having origins in any of the black racial groups of Africa.*

Asian *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, & Vietnam*

Native Hawaiian or Other Pacific Islander *A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands*

White *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa*

Gender

Male

Female

Applicant Self-identification Form For Protected Veterans

[Show/hide compliance memo](#)

Please check one of the boxes below:

I identify as one or more of the classifications of protected veteran listed above

I am not a protected veteran

I do not wish to disclose my status

Voluntary Self-identification Of Disability

[Show/hide compliance memo](#)

Please check one of the boxes below:

Yes, I have a disability (or previously had a disability)

No, I don't have a disability

I don't wish to answer

Back **Cancel** **Next**

Click on “next” when completed or click on “back” if you want to update a previous screen.

“How to Apply” instructions are displayed next. Click “next” to continue.

Listings - Online Application

Applying for FINANCIAL SPEC 3(00103) (SCHOOL OF EDUCATION/WCER)

Personal Information Affirmative Action Data **Instructions** References Upload Documents Work History Confidentiality Exit Poll Confirmation Thank You

Submit resume and cover letter along with work history. If you have questions about this position, contact Jane Doe at 555-1212.

Back Cancel Next

In order to apply, you may be required to enter your references during the application process. The screen will provide you with information regarding reference requirements. You will be required to provide the requested number of references and check the “Reference Release” box before moving to the next page.

Listings - Online Application

Applying for FINANCIAL SPEC 3(00103) (SCHOOL OF EDUCATION/WCER)

Personal Information Affirmative Action Data Instructions **References** Upload Documents Work History Confidentiality Exit Poll Confirmation Thank You

Please read this release and upon submitting your references you have indicated you understand and agree to these terms.

The University of Wisconsin-Madison verifies past and current employment history, education (where appropriate), and criminal background prior to any and all offers of employment.

I understand an investigation of all statements contained in my application for employment will be verified as necessary for making an employment decision.

I hereby authorize the University of Wisconsin - Madison, or other authorized representatives bearing this release, such as managers, supervisors and recruitment agents, to obtain all information and records pertaining to me in connection with this application and as may be necessary for making an employment decision.

Sources of information and records may include, but are not limited to:

1. Municipal, State and Federal law enforcement agencies and courts
2. Previous employersCurrent employers
3. Personal references
4. Any school, college, university or other educational institution

SPECIAL INSTRUCTIONS
Please attach up to 3 references from current and/or former supervisors.
Click the edit icon to add/edit a reference.

	Name	Email	Phone	Ext
<input checked="" type="checkbox"/> Reference 1				
Type:				
First Name:				
Last Name:				
Email:				
Phone:				Ext:
Save Cancel				
<input checked="" type="checkbox"/> Reference 2				
<input checked="" type="checkbox"/> Reference 3				

Reference Release

I hereby release any agency, institution or business, collectively or individually, from any and all liability relating to any attempt to comply with this release. A copy of this signed release may be accepted as the original. This release will remain in effect as long as my application for employment with the University of Wisconsin – Madison is pending.

Back Cancel Next

Mandatory fields are marked with ⊗.

Click “Next” to move to the next page.




In order to apply you may be required to upload documents during the application process. The screen will provide you with information regarding uploaded document requirements.

Listings - Online Application

Applying for FINANCIAL SPEC 3(00103) (SCHOOL OF EDUCATION/WCER)

Personal Information Affirmative Action Data Instructions References **Upload Documents** Work History Confidentiality Exit Poll Confirmation Thank You

Click the edit icon next to each document type to upload a file.

Document	Required	Uploaded File	Upload Date
 Cover Letter	Yes		
<p>Please include in your cover letter your years of experience and how much you know about numbers. Lauren is making edits prior to release.</p> <p>Please limit file size to 1 MB or less and file format to one of the following:</p> <ul style="list-style-type: none"> JPEG Graphic File Microsoft Word Document Portable Document Format (PDF) <p><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p>			
 Resume	Yes		
 Transcripts	Yes		
0 file(s) uploaded			

<u>FIELD</u>	<u>ACTION</u>
Choose File	Click on <Choose File> to search your computer for the document to upload. Documents can be uploaded as Word, PDF, or JPG files
Upload	Once you have identified the document you want to upload click on <Upload> to upload the document
Next	Click on <Next> to move to the next screen

In order to apply you may be required to fill out your Work History during the application process.

<u>FIELD</u>	<u>ACTION</u>
Add	Click on <Add> to save your entry and add another entry
Next	Click on <Next> to move to the next screen

You will be asked if you want to maintain confidentiality. If you request in writing, or by clicking the box below, your information will not be released. Finalists cannot be guaranteed confidentiality.

Click “Next” to move to the next page.

You will be asked to select how you heard about the position. You can select as many options as you would like.


Listings - Online Application

Applying for FINANCIAL SPEC 4 (MEDICAL SCHOOL/ORTHO&REHAB/ORTHO&REHB)

Personal Information Affirmative Action Data References Upload Documents Confidentiality **Exit Poll** Confirmation Thank You

Please take a moment to indicate how you heard about this job.

- Job service/job center
- Referred by a UW-Madison employee
- Referred by friend or family
- Job fair
- Newspaper
- Jobcenterofwisconsin.com (JobNet)
- UW-Madison employment website (jobs.wisc.edu)
- Monster.com
- Careerbuilder.com
- Dice.com
- LinkedIn
- Facebook
- Twitter
- Chronicle of Higher Education
- Other

Back **Cancel** **Next** 

Click “Next” to move to the next page.

The confirmation screen will indicate the vacancy you have applied for, the ensured consideration date, the contact information, any uploaded documents you have provided, references (if required), etc.

You will be required to check the “Applicant Certification” box before you can submit your application.

The following summary displays the information you provided and uploaded. To modify, use the Back button

PVID # 80121
 FINANCIAL SPEC 3
 To ensure consideration, application must be received by 8/11/2015

PRIMARY CONTACT:
 Susan Baculik
 PARK ST N 21
 21 N PARK ST
 (608) 263-3086
 711 (TTY Phone)

Joe Applicant
 111 Main Street
 Manhattan, KS 66102
 United States
christineray603@gmail.com
 (608) 555-1212

UPLOADED DOCUMENTS:

Document	Required	Uploaded File	Size	Upload Date
Cover Letter	Yes	Christine Ray Cover 83556.docx	13 KB	8/7/2015 10:20:46 PM
Resume	Yes	Christine Ray Resume 83556.docx	13 KB	8/7/2015 10:21:19 PM
Transcripts	Yes	License.JPG	112 KB	8/7/2015 10:21:41 PM
				3 file(s) uploaded

WORK HISTORY:

Employer	From	To	Position	Supervisor	Phone
Joe's Ice Cream	02/2012	02/2014	Scooper	Joe IceCream	

REFERENCES:

	Name	Email	Phone	Ext
Reference 1	Manager, Joe	joe@manager.com	(555) 555-5544	
Reference 2	Manager, Jane	jane@manager.com	(555) 555-5555	
Reference 3	Manager, Jeremiah	jeremiah@manager.com	(888) 888-8888	

Maintain Confidentiality? Yes
 Reference Release? Yes

By submitting this application, I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may result in disqualifying me from employment consideration. I understand that such false information or omissions discovered after hire could result in termination of employment.

Back **Cancel** **Submit**

Click “Submit” to submit your application.

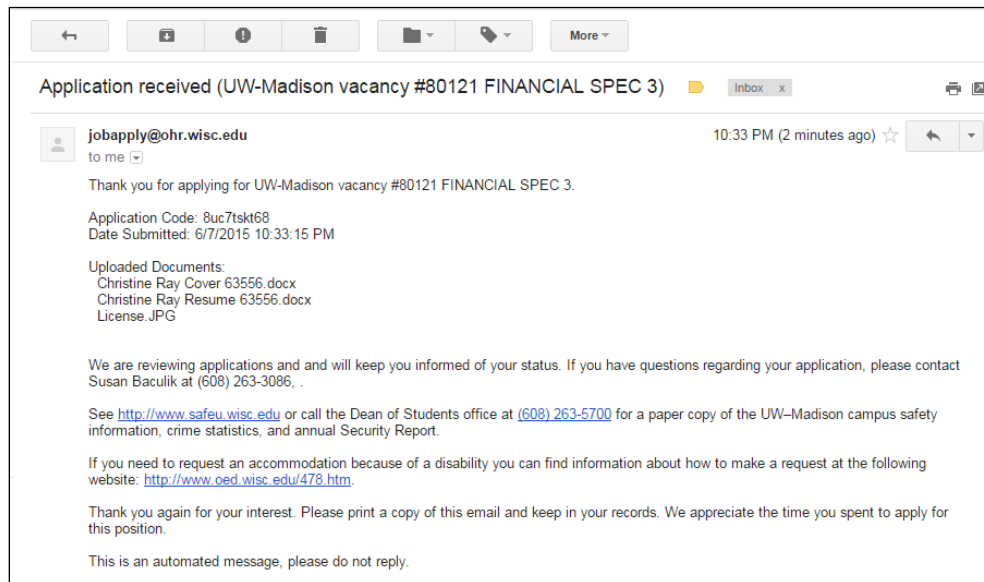
Listings - Online Application

Applying for FINANCIAL SPEC 3(00103) (SCHOOL OF EDUCATION/WCER)

Personal Information Affirmative Action Data Instructions References Upload Documents Work History Confidentiality Exit Poll Confirmation **Thank You**

Thank you for applying for employment with the University of Wisconsin - Madison. Your online application materials were submitted. Your online application materials were submitted and an email confirmation was sent. If additional materials are needed, you will be notified with further instructions. Please visit our website www.employment.wisc.edu to explore additional job openings.

Once you have submitted your application the system will automatically send an email acknowledging receipt of your application.



If you have questions regarding this letter please contact the Office of Human Resources at 608-265-2257 or send an email to: jobapply@ohr.wisc.edu. Please contact Cultural Linguistic Services if you need assistance understanding this information in Spanish (*Español* 608-265-4691 o 608-265-0838), Hmong (*rau lus Hmoob* 608-263-2217), Tibetan (བོད་ཡིག 608-890-2545) or Chinese (汉语 608-890-2628).