

# CAREER *Exploration* PROGRAM

**The following items must be completed BEFORE April 16, 2020 to be considered for the Career Exploration Program, incomplete applications will not be considered.**

- ✓ Apply online at [www.ColonyBrands.com](http://www.ColonyBrands.com).
- ✓ The Career Exploration Program Application can be obtained at the Colony Brands, Employment Office (851 1<sup>st</sup> Avenue, Monroe, WI 53566. Office Hours: M-F, 8:00 AM to 4:30 PM) or downloaded from [www.ColonyBrands.com](http://www.ColonyBrands.com).
- ✓ Schedule and complete an onsite interview before April 16 with the Human Resource Office by contacting us at (608) 328-8480. You may also walk in anytime Monday through Friday, 8:00am to 4:30pm for an interview.
- ✓ Applicants must be at least 16 years of age. Applicants must have High School Junior/Senior OR College Freshman/Sophomore standing to apply (the summer before your High School Junior year is also acceptable).
- ✓ **The application (including essay, references, GPA verification) and interview must be completed by April 16, 2020.** Applications and interviews will not be accepted after the deadline.

**Only 16 students are accepted into the program!**  
**You will receive a \$500 scholarship if you are accepted into and complete the program.**

**Questions: Contact Mitch Daubert at  
[Mitch.Daubert@ColonyBrands.com](mailto:Mitch.Daubert@ColonyBrands.com)  
608-324-4139**





**Please complete ALL sections of the application (USE ADDITIONAL PAGES IF NECESSARY).**

1. Applicant's Full Name: \_\_\_\_\_  
First Middle Last

Home Address/City/State/Zip: \_\_\_\_\_

Current Address/City/State/Zip (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Relatives Working at the Company: \_\_\_\_\_  
First Last Position

\_\_\_\_\_

First Last Position

3. Academic History:

Name of High School	Location	Enrollment Dates

Please indicate your status in school (i.e. Junior, Senior, etc.): \_\_\_\_\_

4. List your department interest in order of preference (Bakery, Monroe Production, Contact Center, Sun Prairie).

**Bakery** – Line workers in our Monroe Bakery pack and decorate Bakery Products on a moving line.

**Monroe Production** – Packing Line workers assemble gift packs and pack product on a moving line.

**Contact Center** – Customer Service Representatives to work in our Monroe Contact Center to take customer catalog orders via telephone and enter orders into a computer.

**Sun Prairie** – Warehouse Associates in our Sun Prairie Location are responsible for accurately and effectively performing duties in processing and shipping orders to customers of our non-food catalogs.

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

5. Are you able to commit to our Career Exploration Program from 6/08/20 through 8/07/20? Yes/No  
 If not, please explain why. \_\_\_\_\_

6. Do you have any planned vacations or commitments that you will need time off for?  
If so, please explain. \_\_\_\_\_  
\_\_\_\_\_

7. Please check the appropriate item that reflects your plans after high school:

\_\_\_\_\_ 1 to 2 Year Degree (Technical or Associates Degree) \_\_\_\_\_ 4 Year Degree Program

8. Educational institution(s) to which you have applied or plan to apply and why did you choose this institution(s), if known? What is your proposed course of study? What were the deciding factors in making this decision? If unsure now, what areas interest you for your future?

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9. 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 provides community service).

Name of Organization	List Years Involved (i.e. 2016-2019)	Offices Held (i.e. President, Secretary)	Estimated HRS/YRS
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10. 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)?

<u>Name of Organization</u>	<u>List Years Involved</u>	<u>Estimated HRS/YRS</u>
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\_\_\_\_\_

11. Attach **verification** of your **cumulative grade point average** (i.e. school transcripts, report card, letter from school). **Please submit with application.**
12. Please attach your most current resume. Understanding that applicants may not have an abundance of information, we encourage you to list school, community, and volunteer activities on your resume.
13. References must be a professional reference such as teacher, past/present supervisor, coach, guidance counselor, etc. References **should not** be a relative, family member, or personal acquaintance.

**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: \_\_\_\_\_

## 14. **ESSAY**

Please include the following information in a well-written, concise essay format. Essays should be one to two pages in length in size 12 font and double spaced.

**Character Essay:** Please tell us why you are interested in the Career Exploration Program and why we should select you to be a part of the program. What characteristics and skills do you possess that would make you a good asset to our program or you consider a strength and why (i.e. computer skills, public speaking, etc.)?

**I hereby declare that the information included in the application 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:** \_\_\_\_\_

### **APPLICATION DEADLINE**

**Please submit your application, essay, cumulative GPA verification, two references, and schedule an interview before April 16, 2020.**

**Late Applications will not be accepted.**