

TEENworks

Application Form

Please take time to do your application well. This is the first professional evaluation you will have from any potential employer in the future. Have a trusted person check and double check your application for both spelling and grammar mistakes!

Remember » Good applications take time to complete. Expect to work on an application for an hour or more to ensure the best quality. If turning in the application by mail or in-person, please complete in pen.

Return applications to:

Keith Pollock, TEENworks Manager
Goodman Community Center
149 Waubesa Street
Madison, WI 53704

608-206-2662 • keith@goodmancenter.org

CONTACT INFORMATION

Last Name: _____ First Name: _____ Middle: _____

Date of Birth _____ Today's Date _____

Street Address: _____

City _____ State _____ Zip _____

Your cell: _____ Parent's Phone (1) _____ Parent's Phone (2) _____

Email (**required**) _____

Email is our preferred method of communication about training spots. If you do not have an email address, please make one.

EDUCATION

High School _____ Grade Level _____

Credits Earned _____ Student ID# _____ Do you have an IEP? Yes No

Please list education, training or special skills



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Community Center

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TEENWORKS
GOODMAN
COMMUNITY CENTER

WORK EXPERIENCE

Start with your present or most recent employer.

Employer _____ Address _____

Type of Business _____ Job Title _____

Reason for leaving _____

Supervisor Name _____ Supervisor Phone _____

Employment start date _____ Employment end date _____ May we contact for a reference? Yes No

Your duties and responsibilities

REFERENCES

Please give names, telephone numbers and/or email addresses of three references who are not related to you.

First reference

Name: _____ Phone Number: _____

Email: _____ How do you know this person? _____

Second reference

Name: _____ Phone Number: _____

Email: _____ How do you know this person? _____

Third reference

Name: _____ Phone Number: _____

Email: _____ How do you know this person? _____

If you are considered for the training program with the Goodman Community Center, you may be asked to fill out a Criminal Background Information Form through the State of Wisconsin. Wisconsin's fair employment law, s.111.31-111.395 prohibits discrimination because of criminal record or pending charges, unless the record or charge substantially relates to the circumstances of the particular job or licensed activity.

I certify that all information provided on this application is true. I authorize the Goodman Community Center to contact my references, employers (as indicated on the application) and others referred to in this application to obtain any relevant information regarding my participation in the program.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian _____ Date _____

TEENworks

Interview Questions

1. Describe yourself and what things you like to do.

2. TEENworks focuses on culinary job training and general employment skills.
Why are you interested in this program? Please include any related work experience.

3. What do you hope to gain from the TEENworks Program? What skills would you like to learn?

4. How would you describe yourself in a team setting?

If you already have a resume, please attach it to this application.

Interview Questions, cont.

5. What is your experience working with diverse groups?

6. Have you ever had difficulty with a teacher or supervisor?

7. What strategies do use to overcome moments when you are lacking motivation?

8. What is your reaction to something unfamiliar or different? Are you open to new experiences?