

**WISCONSIN
NUTRITION
EDUCATION
PROGRAM**UW-Extension – Sheboygan County
5 University Drive
Sheboygan, WI 53081
Phone: (920) 459-5902UW-Extension – Manitowoc County
PO Box 1150, 4319 Expo Drive
Manitowoc, WI 54221-1150

Thank you for your interest in the Nutrition Educator position with University of Wisconsin Extension, Cooperative Extension, Manitowoc and Sheboygan Counties. We are pleased to provide you with the application materials available on this web page.

To apply for this position, you'll need to do the following:

1. Complete the application form. If you'd like to attach a resume, you may. However, we do require a completed application. Make sure that you include the names, phone numbers, and addresses of 3 people you would like to use as references.
2. Complete the Application Survey Form. The Survey Form collects data that helps UWEX strengthen its recruiting efforts. Please return the form even if you choose to leave some questions unanswered.
3. Enclose evidence of your completion of High School or GED. If you have completed any coursework or degrees beyond High School, enclose a copy of your transcripts.
4. If you would like to keep your application confidential, fill out and sign the statement regarding confidentiality. If asked, UW-Extension is required under Wisconsin statutes to provide a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The identities of all finalists must be released upon request.
5. Mail your application, the Application Survey Form, transcripts and confidentiality statement to Melissa Giebel, WNEP Coordinator, 5 University Drive, Sheboygan, WI 53081. All application materials must be received by October 21, 2009.

Application documents can be made available in alternative formats by contacting Melissa Giebel at 920-459-5902, melissa.giebel@ces.uwex.edu, or 711 (Wisconsin Relay).

A criminal records review will be conducted prior to employment. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

UW-Extension is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Thanks again for applying for this position. We will keep you informed regarding the status of your application. If you have any questions, please don't hesitate to call.

Sincerely,



Melissa Giebel
WNEP Coordinator - Manitowoc/Sheboygan Counties
5 University Drive, Sheboygan, WI 53081
Phone: 920-459-5902