



## Adjunct Instructor Candidate Pool Application Form

*UW-Stout is an equal employment opportunity/affirmative action employer. We value diversity of people, ideas, and experiences and actively seek applications from women and minorities.*

*Please note that all adjunct candidate pool applicants are required to submit (via surface mail) official copies of all transcripts, licenses, certificates, and other professional credentials, including an up-to-date curriculum vita in addition to this form. Send supporting documents (or request official copies to be sent) to: Outreach Services, Adjunct Instructor Candidate Pool Application, PO Box 790, University of Wisconsin-Stout, Menomonie, Wisconsin 54751.*

*This solicitation and your submission of an application is not an offer of employment. Your application will be reviewed, along with the credentials that you submit by mail, for possible inclusion in the University of Wisconsin-Stout pool of potential adjunct instructors. You will be notified by email when all materials supporting your application have been received. Only if an opening occurs for which your education, experience, and interest may be a suitable match will you be contacted for further engagement in the application/selection processes*

**Fields with a Flag  must be completed prior to submitting your application.**

### INTEREST AREA


Area of expertise for which you believe your education and experience qualify you to teach in an adjunct capacity. Select up to three disciplines from the list on the last page and enter them below. Refer to <http://www.uwstout.edu/academics.shtml> for descriptions of current UW-Stout program and course offerings.





Discipline 1 \_\_\_\_\_ 

Discipline 2 \_\_\_\_\_

Discipline 3 \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_   
(Last, First Middle initial)

Address: \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_   
(Street) (City) (State) (ZIP)

Phone Number - day contact: (\_\_\_\_) \_\_\_\_\_  Email: \_\_\_\_\_ 

**EDUCATION**

Provide information about the degrees you have earned.

Institution where highest degree was earned: \_\_\_\_\_

Located in (City,State): \_\_\_\_\_

Degree earned: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Institution 2: \_\_\_\_\_

Located in (City,State): \_\_\_\_\_

Degree earned: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Institution 3: \_\_\_\_\_

Located in (City,State): \_\_\_\_\_

Degree earned: \_\_\_\_\_ Date graduated: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**EXPERIENCE**

Position most related to adjunct content area(s): \_\_\_\_\_ Position was at UW Stout? \_\_\_ Yes \_\_\_ No

Date began: \_\_\_\_\_ Date ended: \_\_\_\_\_

Employer: \_\_\_\_\_ Location(City, State): \_\_\_\_\_

Your title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor phone: (\_\_\_\_) \_\_\_\_\_

Please describe your duties as related to your desired adjunct instructional areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Second most related position:

Position was at UW Stout? \_\_\_ Yes \_\_\_ No

Date began: \_\_\_\_\_ Date ended: \_\_\_\_\_

Employer: \_\_\_\_\_ Location(City, State): \_\_\_\_\_

Your title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor phone: (\_\_\_\_) \_\_\_\_\_

Please describe your duties as related to your desired adjunct instructional areas:

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Third most related position:

Position was at UW Stout? \_\_\_ Yes \_\_\_ No

Date began: \_\_\_\_\_ Date ended: \_\_\_\_\_

Employer: \_\_\_\_\_ Location(City, State): \_\_\_\_\_

Your title: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Supervisor phone: (\_\_\_\_) \_\_\_\_\_

Please describe your duties as related to your desired adjunct instructional areas:

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### TEACHING EXPERIENCE

Describe your teaching experience, especially as related to your desired adjunct instruction area in 30 words or less:

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**PUBLICATION HISTORY**

Provide references to your scholarly publications in 30 words or less:

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**EXPERIENCE WITH MEDIATED INSTRUCTION**

Describe your experience using the world wide web and any other distance delivered instructional media in 30 words or less:

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**EXPERIENCE DELIVERING INSTRUCTION TO ADULT LEARNERS**

Describe your knowledge of and experience with the helping adult learners grow academically and professionally in 30 words or less:

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**OTHER RELATED SKILLS/EXPERIENCE**

Describe any other skills not mentioned above or provide other background information related to your ability to serve as an adjunct in your desired instructional area in 30 words or less:

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## REFERENCES

Please list three professional references not including the supervisors listed in the Employment History section.

1. Name: \_\_\_\_\_ Phone - day contact: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ (if not available, enter "none")

Occupation and nature of association with you: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ Phone - day contact: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ (if not available, enter "none")

Occupation and nature of association with you: \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_ Phone - day contact: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ (if not available, enter "none")

Occupation and nature of association with you: \_\_\_\_\_

\_\_\_\_\_

## SUBMISSION OF SUPPORTING DOCUMENTATION

I acknowledge that my application will not be complete and will not be considered for inclusion in the adjunct candidate pool until I have submitted: (please initial next to each line)

\_\_\_\_\_ Transcripts from all academic institutions

\_\_\_\_\_ Copies of professional certifications

\_\_\_\_\_ My up-to-date curriculum vitae

Send supporting documents (or request official copies to be sent) to: Outreach Services, Adjunct Instructor Candidate Pool Application, PO Box 790, University of Wisconsin-Stout, Menomonie, Wisconsin 54751.

## OPTIONAL SEARCH RELATED INFORMATION

What led you to apply for the adjunct candidate pool?

\_\_\_ Position Announcement

\_\_\_ Word of Mouth - Friend/Relative

\_\_\_ Electronic (email) message

\_\_\_ Newspaper Ad

\_\_\_ Word of Mouth – UW-Stout employee

\_\_\_ Other (please explain): \_\_\_\_\_

\_\_\_ Web Site Posting

**I have read the following statements and, by submitting this application agree to the conditions referenced:**

1. I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me during the application process shall be grounds for refusal to include my records in the adjunct candidate pool or to subsequently employ me in an adjunct or any other positions with University of Wisconsin-Stout, or, if employed, termination.
2. I hereby authorize University of Wisconsin-Stout to investigate and verify, through whatever means deemed appropriate any information included in this application and all supporting documents that I submit to complete this application for inclusion in the adjunct candidate pool. University of Wisconsin-Stout is authorized to use any information obtained from its investigations to determine my suitability for inclusion in the adjunct candidate pool. I release University of Wisconsin-Stout from any liability in connection with the investigation.
3. I hereby authorize each former employer and all persons given as references to answer any questions that may be asked.
4. I hereby authorize each former employer to open my personnel file to a duly authorized representative of University of Wisconsin-Stout.
5. I understand that nothing contained in this application or the possible inclusion of the application in the University of Wisconsin-Stout adjunct candidate pool is intended to create an employment contract between University of Wisconsin-Stout and myself for either employment or the providing of any benefit. Further, I understand that inclusion in the adjunct candidate pool does not convey any right to claim that I am officially serving the University in an adjunct capacity. Thus, I understand that I may not claim to be an adjunct with University of Wisconsin-Stout on any vita, resume, or other credential display system solely by the submission of this application or solely by inclusion of my records in the adjunct pool, nor will I represent myself as an adjunct instructor with University of Wisconsin-Stout to any other entity, including other universities, associations, and training organizations (both public and private.)
6. I understand that submission of this application does not obligate University of Wisconsin-Stout in any way.
7. If my information is included in the University of Wisconsin-Stout adjunct candidate pool, I understand my record will remain active for no longer than 12 months, but may be pulled from the pool by the University at any time and for any reason. After 12 months, I will be given the opportunity to update my application prior to reconsideration for continued inclusion in the candidate pool. Further, I understand that I may request that my record be pulled from the candidate pool at any time and for any reason.

Signature: \_\_\_\_\_

**Fields with a Flag  must be completed prior to submitting your application.**

### UW-Stout Disciplines

Accounting	Law
Anthropology	Literature
Apparel Design and Manufacturing	Logic
Art History	Logistics
Art Metals	Management
Biotechnology	Manufacturing Engineering
Botany	Marketing
Business Education	Marketing Education
CADD/Design	Marriage and Family Therapy
Ceramics	Mathematics
Communication Technology	Microbiology
Composition	Multimedia
Computer Networking	Music
Computer Science	Neuroscience
Construction and Architecture	Organizational Leadership
Criminology	Packaging
Drawing/Painting	Philosophy
Early Childhood	Physiology
Ecology	Plastics
Economics	Political Science
Electronics/Microprocessing	Power/Energy
Endocrinology	Printmaking
Engineering Technology	Production
English as a Second Language	Program Direction
Entomology	Quality
Family and Consumer Science	Retail
Family Studies	Rhetoric and Public Address
Finance	Risk Management
French	Sculpture
Fund Design	Service Management
Genetics	Social Work
Geography	Sociology
Graphic Arts	Spanish
Graphic Design	Speech Communication
History	Statistics
Hospitality	Technical and Business Writing
Human Development	Technical Education
Industrial Design	Technology Education
Industrial Research	Theatre
Interior Design	Tourism
International Business	Visual Resources Librarian
International Relations	Zoology
Inventory Management	