

## Cascade Asset Management, LLC Employment Application Form

**PLEASE PRINT ALL  
INFORMATION  
REQUESTED EXCEPT  
SIGNATURE**

Please mail completed application to:  
6701 Manufacturers Drive, Madison, WI 53704  
**or fax application to:**  
608.222.6208

**OFFICE USE ONLY:**

Date received:  
Reviewed by:

**Resumes and Cover Letters are encouraged and may be attached to application. Be sure to answer all questions.  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
Do not include any information not requested or the application automatically will not be considered.**

**PLEASE COMPLETE PAGES 1-5.**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle                      Maiden

Present address \_\_\_\_\_  
Number                      Street                      City                      State                      Zip

How long \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Are you under age 18 \_\_\_\_ YES \_\_\_\_ NO, if "YES", can you provide proof of your eligibility to work? \_\_\_\_ YES \_\_\_\_ NO

Are you currently authorized to work in the United States? \_\_\_\_ YES \_\_\_\_ NO. Proof of eligibility will be required if hired.

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
 and minimum wage requirement (2) \_\_\_\_\_ No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 (Be specific) Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When are you available to start work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime?  No  Yes (Note: A conviction record will not necessarily disqualify you from employment and will only be considered if there is a substantial relationship between the crime and the circumstances of the job for which you are applying.)

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

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

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APPLICATION FOR EMPLOYMENT

**ALCOHOL AND CONTROLLED SUBSTANCES TESTING AND BACKGROUND CHECK:** Please be aware that Cascade Asset Management, LLC conducts pre-employment alcohol and controlled substances testing and a criminal background check. Submission of this application for employment serves as the applicant's consent to any alcohol or controlled substances test required by the Company. A separate consent form is required for the background check.

DO YOU HAVE RELIABLE TRANSPORTATION?     Yes     No

**OFFICE  
POSITIONS ONLY**

Typing	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	Word	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	_____ WPM	10-key	Processing	<input type="checkbox"/> No	_____ WPM
Personal	<input type="checkbox"/> Yes	PC <input type="checkbox"/>	Other	_____		
Computer	<input type="checkbox"/> No	Mac <input type="checkbox"/>	Skills	_____		

Please list two references other than relatives.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (    ) _____	Telephone (    ) _____

**Tell us about yourself:** Please use this space to elaborate on any background, experience, or qualifications which you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. What interests you in this position and why are you qualified for it? Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, disability, or other protected status.

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**APPLICATION FOR EMPLOYMENT**

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?            q Yes    q No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?            q Yes    q No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**            Please list your work experience for the **past seven years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No    If not, who did? \_\_\_\_\_

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied \_\_\_\_ Yes \_\_\_\_ No. if you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

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PLEASE READ CAREFULLY

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## APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Cascade Asset Management, LLC (hereinafter called "the Company"), I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact. I agree to submit to any alcohol or controlled substances testing required by the Company.

I understand that employment with the Company is at will and can be terminated by either party with or without reason or notice. No communication expressed, written, or otherwise constitutes a contract of employment.

By signing below, I agree to the statement listed above.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Cascade Asset Management, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, disability, or other protected status. We assure you that your opportunity for employment with Cascade depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.