

INSTRUCTIONS
Application for Employment
Mental Health Center of Dane County, Inc.

Dear Applicant:

Thank you for your interest in employment at the Mental Health Center of Dane County. If you have any questions regarding the position or the application form, or need accommodation in completing your application, please contact Human Resources at (608) 280-2570, or TDD (608) 280-2576.

It is important that you read these instructions carefully before you begin filling out your application form.

1. A separate application should be completed for each position that you are applying for. Be sure to enter the **Personnel Code #** and **Position Title** found in the job advertisement (*see example*) on Page 1 of the application form to ensure the correct processing of your application.

Personnel Code # (from advertisement)	TITLE OF POSITION FOR WHICH YOU ARE APPLYING:
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REGISTERED NURSE
Personnel Code # 96068

Full-time position in an innovative Community Support Program, a unit of a nationally recognized Mental Health Center. Position provides nursing and case management to people with severe and persistent mental illnesses. Most holidays off; work...

2. Pages 1 - 4: All questions on Pages 1-4 must be answered accurately and completely on this form. A resume or reference to a resume cannot be substituted for answers provided on the form. Please remember to sign and date the application at the bottom of Page 4.
3. Applications must be received or postmarked by the deadline indicated in the position advertisement. Completed application forms can be:
 - A. Dropped off at.....Main reception desk (use entrance on W. Washington Ave.)
625 West Washington Avenue
Hours: 8 a.m. - 8 p.m., Mon. - Thurs.; 8 a.m. - 5 p.m., Fri.
 - B. Mailed to625 West Washington Avenue
Madison, WI 53703
(Please include Personnel Code [see #1 above] on the envelope)
 - C. Faxed to.....(608) 280-2575