



### EXAM PROCTOR APPLICATION

**APPLICANT MUST BE 18 YEARS OF AGE OR OLDER.**

1. **NAME:** \_\_\_\_\_  
(Please print your last name, first name, and middle initial)

2. **ADDRESS:** \_\_\_\_\_  
Complete street or P.O. Box address  
\_\_\_\_\_  
City State ZIPCode

3. **HOME COUNTY:** \_\_\_\_\_

4. **EMAIL ADDRESS:** \_\_\_\_\_

5. **DAYTIME PHONE NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

6. **EVENING OR HOME PHONE NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

7. **RACIAL/ETHNIC** (OPTIONAL. Check ONLY one):
- 1 Black (Not Hispanic)
  - 2 Asian or Pacific Islander (includes Indian Subcontinent)
  - 3 American Indian/Alaskan Native
  - 4 Hispanic (Mexican, Puerto Rican, Cuban, other)
  - 5 White (Not Hispanic)

8. **SEX** (Circle only one):                    F (Female)                    M (Male)

9. **POSITION:** (Circle only one):            A            C            C/A  
[A = Assistant Proctor; C = Chief Proctor; C/A = Chief and/or Assistant Proctor]

10. **AVAILABILITY:** Exams centers operate from approximately 7:30 a.m. to 2:00 p.m. the second Saturday of each month, and the following Monday from approximately 4:00 p.m. to 9:00 p.m. Please check your availability for proctoring:

- Every exam center Saturday                     Periodically Saturday
- Every exam center Monday                         Periodically Monday

11. **EXAMINATION CITY:** (Check the location(s) where you will accept employment.)
- AD -Ashland     GB -Green Bay     MD -Madison     RH -Rhinelander     WA -Wausau
  - EC -Eau Claire     KE -Kenosha     MW -Milwaukee     RL -Rice Lake     WR -WI Rapids
  - FD -Fond du Lac     LX -La Crosse     PL -Platteville     SU -Superior

(Over)

12. **HOW DID YOU HEAR ABOUT THIS JOB?**

- Division of Personnel Management
- WI Job Service Office
- Present State Employee
- Other: \_\_\_\_\_
- DPM State Jobs Website
- Another State Agency
- At the Exam Center
- Community Organization

13. **ARE YOU CURRENTLY EMPLOYED BY THE STATE OF WISCONSIN?**

If yes, (Check one or more below):

- Permanent
- Project
- Seasonal
- LTE

Classification: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Work Address: \_\_\_\_\_

If you are a Permanent, Project, or Seasonal State Employee, please attach a copy of your current Position Description (PD).

14. **PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Question A: This job requires contact with large groups of people. You are required to speak to people individually at check-in and check-out and to answer a variety of questions. You must also speak to groups of people to provide general test instructions. **Please give some examples of how you have managed situations where you had to speak to people in large groups (especially in an employment or educational setting).** Attach an additional page if necessary. \_\_\_\_\_

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Question B: An essential function of this job is lifting boxes weighing approximately 35 to 40 lbs. **Are you physically able to perform this task?**     Yes                       No

I certify that I am 18 years of age or older. I further certify that the information I provided in this application is true to the best of my knowledge; that I will, if required, be prepared to verify information prior to appointment; and that any false, misleading, or missing information may disqualify me from employment.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Racial/Ethnic, sex, and birthdate information is used for affirmative action purposes only.

<b>FOR BMRS USE ONLY</b> EXAM CITY: _____ (2 digit letter code)                      POSITION: _____ (C, A or C/A)
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