



Dear Veterinary Technician Applicant:

Thank you for your interest in a Veterinary Technician position at the University of Wisconsin-Madison. To apply for one of our current or future vacancies, please complete the following:

- Veterinary Technician Application
- Veterinary Technician Interest Form
- Authorization to Release Criminal Information for Employment Purposes
- Application for State Employment (DER-DMRS-38)

Please return the above applications and a current resume and cover letter to: Sandy Manke, School of Veterinary Medicine, 2015 Linden Drive, Madison, WI 53706.

A minimum requirement for employment in a permanent Veterinary Technician position is certification by the State of Wisconsin as a Veterinary Technician (or eligibility to obtain certification). *If you cannot answer 'Yes' to either Questions 1 or 2, you will not be given further consideration.* If you are eligible for certification, but have not taken the state-licensing exam, you are still eligible to apply. However, if hired, a condition of employment will be your ability to pass the exam at the next opportunity that it is given. Your responses to the questions on the application will be evaluated and will determine your eligibility for interview for future vacancies. Depending on your years of experience, you may qualify as either a Veterinary Technician 1 or 2. Your specific technical experience will determine your eligibility for consideration in certain areas. For example, if your experience is limited to working with small animals, you will not be eligible for positions that work primarily with large animals. *Please be as honest as possible in your responses as they will be verified through employment references, etc.*

We will keep your name on our employment eligibility list for a six-month period. **Please advise me of any change in address or if you no longer want to be considered for future vacancies over the six months.** If you have further questions, please feel free to contact me at (608) 265-9486 or e-mail: mankes@svm.vetmed.wisc.edu. Current employment opportunities may also be accessed at the School of Veterinary Medicine's web page <http://www.vetmed.wisc.edu> or at the campus web site <http://www.ohr.wisc.edu/employment/employ.html>.

Sincerely,

Sandy Manke
Human Resource Asst-Adv

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School of Veterinary Medicine • Human Resources Office

2015 Linden Drive • Madison WI 53706-1102

608/265-9486 • FAX: 608/262-0923

<http://www.vetmed.wisc.edu>

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