

# Bowman Performance Consulting

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Physical Address: 715 East Green Bay Street Shawano, WI 54166  
Website: [www.bpcwi.com](http://www.bpcwi.com)  
E-Mail: [mary@bpcwi.com](mailto:mary@bpcwi.com)  
Phone: 715-526-9240 (no calls please unless an interview is scheduled)  
Fax: 715-526-6028 (Attention: HR Department)

## Bowman Performance Consulting (BPC) JOB APPLICATION FOR SCIENTIFIC/TECHNICAL PERSONNEL

Last updated January 2017

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### A. PERSONAL INFORMATION

Today's Date: \_\_\_\_\_ How did you learn about this position at BPC? \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Race/Ethnicity (optional): Caucasian African American  
Native American Hispanic Asian Other (list) \_\_\_\_\_

**Legal Name:**

\_\_\_\_\_ Last First Middle

**Former Names/Maiden Name:**

**Address:**

\_\_\_\_\_ Street (Apt) City, State Zip

**Length at Present Address:**

**Contact Information:**

\_\_\_\_\_ @ ( ) ( )  
E-Mail Mobile Home or Work

Can BPC contact you via email noted above?: Yes No **Alternate E-Mail Contact:** \_\_\_\_\_

Can BPC contact you via phone noted above?: Yes No **Preferred Phone Contact:** Mobile Home/Work

**Do You Text Message:** Yes No **Can BPC Contact you via texting:** Yes No

**Do you utilize Professional/Social Networks:** Yes No If so which ones: \_\_\_\_\_ (list?)

**May BPC contact you via these networks:** Yes No If so which ones: \_\_\_\_\_ (list?)

**B. EMPLOYMENT DESIRED**

Name of Employment Position you are seeking at BPC: \_\_\_\_\_

Desired Hourly Pay Range: \_\_\_\_\_ (based on past wage history) Date You Can Start: \_\_\_\_\_

Are you currently employed?  Yes  No If So, May We Contact Your Present Employer?  Yes  No  
Work Phone (as applicable) we may contact you at during the day: \_\_\_\_\_

Based on the job description, please provide at least two reasons you are qualified for this position:

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

Based on the job description, please provide at least one limitation you may have or topic of concern that you may have about performing the duties of this position and/or regarding BPC in general:

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

Should Bowman Performance Consulting grant you a telephone or in-person interview, what questions do you have about BPC or this position?

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

**Professional Employment Sources:** In the table below please provide the name of 3 professional references (unrelated/non-friend). As possible, include one local (Shawano County) and one within Wisconsin.

Name	Title	Organization Name	E-mail Address	Telephone Number

Please give any current professional certifications or other licenses held\*

\_\_\_\_\_  
Drivers License:  Yes  No Able to Drive:  Yes  No

Institutional Review Board (IRB) Certificate:  Yes  No Other: (Please list): \_\_\_\_\_

*\*NOTE: Please send a copy of each license or certificate noted above within 3 days of job application submission*

### C. EDUCATION

	School List Each Name and Location (City/State)	Year Graduated	Was a degree, diploma, and/or certificate received?	List major/minor if degree/diploma was received or certificate received
*High School/GED			<input type="checkbox"/> Yes Year Received: _____	
			<input type="checkbox"/> No If no, how many credits completed: _____  <input type="checkbox"/> N/A	
*Technical/Trade School (1-2 year Degree or Professional Certificate)			<input type="checkbox"/> Yes Year Received: _____	
			<input type="checkbox"/> No If no, how many credits completed: _____  <input type="checkbox"/> N/A	
*College/University (4 year, Graduate, or Professional Degree or Specialized Certification)			<input type="checkbox"/> Yes Year Received: _____	
			<input type="checkbox"/> No If no, how many credits completed: _____  <input type="checkbox"/> N/A	
*Other Educational Degree, Specialized Certification, etc. (please list each)			<input type="checkbox"/> Yes Year Received: _____	
			<input type="checkbox"/> No If no, how many credits completed: _____  <input type="checkbox"/> N/A	

**\*NOTE: Please send a copy of each license or certificate may be requested**

**D. GENERAL INFORMATION**

Please list 1-3 of your strengths that directly relate to the job description, clients, projects, or other activities of Bowman Performance Consulting as noted on the job description and/or BPC website (Please send writing sample(s) within 3 days of submitting this application):

What new skills, knowledge, or abilities will you bring to BPC to enhance our operations and services based on the job description and/or BPC website?

What new skills, knowledge, or abilities do you hope to learn from BPC or our clients based on the BPC website?

Other considerations we should know about:

**E. SELF- ASSESSMENT** (Related to BPC’s Organizational Support Job Description)

Please rank yourself from 1 (low) to 4 (high) or not sure/not applicable (NS/NA) on the following skills, experiences, and abilities that you feel you would bring to BPC based on your past work performance):

CRITERIA	1 (low)	2	3	4 (high)	NS/NA
Performing Administrative Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacting With Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating with Supervisors, Peers, or Subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishing and Maintaining Interpersonal Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing, Planning, and Prioritizing Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating with Persons Outside Organization (as assigned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documenting/Recording Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifying Objects, Actions, and Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updating and Using Relevant Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processing Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	1 (low)	2	3	4 (high)	NS/NA
Scheduling Work and Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills/Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Knowledge Base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TECHNOLOGY &amp; COMPUTER SKILLS</b>					
General Formatting & Editing (Spelling, Proofreading, Margins, Pages Tables, Graphics)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APA Style Formatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Research & Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft Reports or Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft Marketing Materials and/or media releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft Contracts, Memos, or other written documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax, Scan, Xerox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record, Transfer, & Save files: audio, video, or electronic (burn CD/DVD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor Computer Troubleshooting: Virus updates and other software updates done weekly, change print / toner cartridge, and reset/realign printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Computer Troubleshooting: Working with online or phone technical assistance independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reset router, restore internet, restore wireless networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher or Marketing Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook (Calendar, Tasks, & Email with attachments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick Books or other computer mathematical programs (excel formulas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Front Page or Other Webpage Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONSTRUCTIVE FEEDBACK & WORK PERFORMANCE**

	<b>1 (low)</b>	<b>2</b>	<b>3</b>	<b>4 (high)</b>	<b>NS/NA</b>
Achieve Set Objectives Daily and Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open To Constructive Criticism and Is Always Confidential, Appropriate, & Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate Required Job Skills And Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate Effective Employee and/or Leadership Skills— PRIORITIZE Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete All Assigned Responsibilities on Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet Attendance, Break, and Employee Leave Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take Responsibility For Actions and Do Not Repeat Same Mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognize Current/Potential Problems & Develop Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate Problem Solving Skills and Apply them Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independently Motivated & Thinks Independently while Remaining True to Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generate Creative Ideas And Solutions and Utilize Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Reliant, Dependable, Consistent Work Ethic & Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMUNICATION**

	<b>1 (low)</b>	<b>2</b>	<b>3</b>	<b>4 (high)</b>	<b>NS/NA</b>
Process received information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen to others/reflective listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate effectively with all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communications such as reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>LEADERSHIP</b>					
	<b>1 (low)</b>	<b>2</b>	<b>3</b>	<b>4 (high)</b>	<b>NS/NA</b>
Lead by example; ask only necessary questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find realistic solutions and apply daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Act decisively; meet problems head-on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bring out the best in team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don't contribute to conflicts & gossip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide feedback & ask for appropriate help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide and find necessary resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate clearly & follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RELATIONSHIPS</b>					
Strong customer advocate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set aside personal biases and wants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give good, practical advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foster loyalty in employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROJECT MANAGEMENT</b>					
Prioritize tasks appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond quickly and appropriately to problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage costs effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop new strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PRODUCTIVITY</b>					
	<b>1 (low)</b>	<b>2</b>	<b>3</b>	<b>4 (high)</b>	<b>NS/NA</b>
Does not require micromanagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet deadlines with high quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Come in under budget or meet budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work smarter, not harder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Look for ways to make business more efficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is always working when on clock, no personal activities during work time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROFESSIONAL DEVELOPMENT</b>					
Set high standards for self and model it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set challenging quarterly goals & meet them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend development activities 1x per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please list and rank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F. PREVIOUS EXPERIENCE** -- Please list beginning from most recent (within last 10 years)

<b>NAME OF JOB &amp; DUTIES</b>	<b>NAME OF COMPANY</b>	<b>DATE START/END</b>	<b>SUPERVISOR NAME, EMAIL, &amp; PHONE</b>	<b>SALARY or HOURLY WAGE</b>	<b>REASON FOR LEAVING</b>