



**Atkinson Graduate School of Management, Willamette University**  
**APPLICATION for the UTILITY MANAGEMENT CERTIFICATE PROGRAM**

*To be filled out by the employee*

<b>CURRENT JOB:</b>	
NAME OF EMPLOYER:	
EMPLOYER'S ADDRESS AND PHONE NUMBER:	
KIND OF BUSINESS:	
SUPERVISOR'S NAME AND PHONE NUMBER:	
YOUR JOB TITLE:	
SUPERVISION / LEADWORK CHECK THE AREAS YOU WERE RESPONSIBLE FOR:	
<input type="checkbox"/> Assigning and Reviewing work <input type="checkbox"/> Handling Disciplinary problems <input type="checkbox"/> Rating Work Performance <input type="checkbox"/> Responding to Grievances <input type="checkbox"/> Hiring or Recommending Hiring <input type="checkbox"/> Not Responsible for Any of Above	
FROM (MONTH - YEAR):	TO (MONTH - YEAR):
LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED AND LIST THEIR JOB TYPE:	
# OF YEARS SPENT IN SUPV/MID-MANAGEMENT:	
DUTIES (List all duties you performed.):	

**Please list all experience which relates to supervision/management/leadership, including volunteer or other experience:**

<b>#1</b>	
NAME OF EMPLOYER:	
EMPLOYER'S ADDRESS AND PHONE NUMBER:	
KIND OF BUSINESS:	
SUPERVISOR'S NAME AND PHONE NUMBER:	
YOUR JOB TITLE:	
SUPERVISION / LEADWORK CHECK THE AREAS YOU WERE RESPONSIBLE FOR:	
<input type="checkbox"/> Assigning and Reviewing work <input type="checkbox"/> Handling Disciplinary problems <input type="checkbox"/> Rating Work Performance <input type="checkbox"/> Responding to Grievances <input type="checkbox"/> Hiring or Recommending Hiring <input type="checkbox"/> Not Responsible for Any of Above	
FROM (MONTH - YEAR)	TO (MONTH - YEAR)
LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED AND LIST THEIR JOB TYPE:	
# OF YEARS SPENT IN SUPV/MID-MANAGEMENT:	
DUTIES (List all duties you performed.):	

<b>#2</b>	
NAME OF EMPLOYER:	
EMPLOYER'S ADDRESS AND PHONE NUMBER:	
KIND OF BUSINESS:	
SUPERVISOR'S NAME AND PHONE NUMBER:	
YOUR JOB TITLE:	
SUPERVISION / LEADWORK CHECK THE AREAS YOU WERE RESPONSIBLE FOR:	
<input type="checkbox"/> Assigning and Reviewing work <input type="checkbox"/> Handling Disciplinary problems <input type="checkbox"/> Rating Work Performance <input type="checkbox"/> Responding to Grievances <input type="checkbox"/> Hiring or Recommending Hiring <input type="checkbox"/> Not Responsible for Any of Above	
FROM (MONTH - YEAR):	TO (MONTH - YEAR):
LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED AND LIST THEIR JOB TYPE:	
# OF YEARS SPENT IN SUPV/MID-MANAGEMENT:	
DUTIES (List all duties you performed.):	

Send entire application form to:

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 Willamette University  
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 Salem, OR 97301  
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