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MADISON
EQUAL OPPORTUNITIES COMMISSION

EOC Committee Membership Application

Individuals interested in becoming a member of a Committee of the Madison Equal Opportunities Commission are required to complete this application, attach their resume and submit the form to the Commission for its consideration.

Rule 1.5 of the Commission requires that committee membership "be representative of advocacy groups, residents, protected classes as contained in the [Equal Opportunities] Ordinance, private sector representatives and social service agencies as may have concern with the subject matter of the committee, and shall be committed to the principle of equal opportunities."

Section 3.27 Madison General Ordinance requires that committee members be residents of the City of Madison, unless the individual is "particularly well qualified by reasons of education, background, and experience with Madison business concerns or other Madison-based employers." Individuals who are not City residents may apply for "Affiliate" member status. Affiliate members may participate fully in discussions and committee projects, but do not have voting rights.

This application has been formulated to assure diversity on the MEOC's committees as well as to determine that applicants meet eligibility requirements.

Please fill in the application and forward it to:

Annie Weatherby, Education/Outreach Coordinator
Madison Equal Opportunities Commission
210 Martin Luther King, Jr. Blvd., Room 500
Madison, WI 53703-3346

Date 4/19/2007 Madison Ald. Dist. _____ Ward _____
Name Michele Thoren
Home Address 5406 Day Tripper Dr.
Madison, WI 53718
Employer Cintas Corporation
Job Title HR Manager
Address 2222 Vondron Road
Madison, WI 53718
Home Phone No. 354-2515 Office Phone No. 222-0612 Ext. 130
Fax No. 222-4085 Internet address thorenm@cintas.com
www.cintas.com

Application for membership on

- EOC Employment Committee
- EOC Housing Committee
- Other (Please specify: _____)

1. Why are you interested in serving on this Committee?

I work to staff our company with diverse members of the Madison Community

2. The Rules of the EOC require that committee members have a demonstrated commitment to equal opportunities. Do you believe that you can advocate for equal protection under the ordinance for all persons without regard to sex, race, religion, color, national origin or ancestry, source of income, arrest or conviction record, less than honorable discharge from the military, physical appearance, sexual orientation, political beliefs or the fact that an individual is a student?

yes

no

3. What work experience or other experience with civic involvement (such as neighborhood associations) do you have which will be beneficial in carrying out the responsibilities of this position?

I am currently working with the Urban League, YWCA, and Job Services to recruit

4. In addition to attending committee meetings, how much additional time can you commit to work on special projects of the committee if you are appointed?

As much as needed.

5. Please list any additional information about yourself that you believe is relevant to the Commission's consideration of your appointment to an MEOC committee. Include any education or special training you have that you feel particularly fits you for an appointment to this position.

I believe my connection to community groups & job opportunities at our company would be the reasons I would be a good addition to your group.

6. Please list any other activities or organizations in which you are involved that you believe are relevant to this appointment.

7. Equal Opportunity/Affirmative Action Data

In order to assure representation of all protected classes on MEOC committees, please indicate the protected classes of which you are a member:

- Race (Please specify)
 - African American
 - Asian
 - Hispanic
 - White
- Other _____
- Sex (Please specify)
 - female
 - male
- Age
 - 18-54
 - 55+
- Handicap (Please specify nature of disability: _____)
- Arrest or conviction record
- Less than Honorable Discharge from the Military
- Marital Status (Please specify)
 - single
 - married
 - divorced
 - widowed
- National origin or ancestry _____
- Physical appearance _____
- Religion _____
- Political Beliefs _____
- Sexual Orientation
- Source of Income
- Student

8. If you are not actually a member of a protected class, but feel that you can represent that group because of your employment or community activities, please provide specifics

9. If you are disabled and require an accommodation to allow your full participation on the Committee, please describe the accommodation needed

10. Please list any additional City committees you might be interested in serving on: (List no more than three - please be specific) *Committee Code (Office Use Only)*

11. Current Committee Service (Please list any *City of Madison* boards, committees or commissions on which you are currently serving - include ad hoc or subcommittee activities.):

Committee Code - Position (Office Use Only)

Term Expires _____

Term Expires _____

Term Expires _____

Are you a City of Madison resident?

Yes

No

Are you a registered voter?

Yes

No

Do you hold an elective or appointed public position or office?

Yes

No

If yes, what position or office? _____

Signature of Applicant Michele Thoren

--Remember to attach a copy of your resume--

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Michele Thoren
5406 Day Tripper Dr.
Madison, WI 53718
(608)354-2515
thorenm@cintas.com

Education

University of Wisconsin Whitewater/Graduation: December 2003
Cumulative GPA: 3.70/4.0
Major: **Marketing** (GPA 3.85/4.0)
Minor: Economics (GPA 4.0/4.0)

St Mary's College/London, England
Study Abroad/Spring 2002

Current Experience

Cintas Corporation/Madison Location

HR Generalist (July 2005-present)

- Train managers and employees at our location on new Hewitt software implementations, safety topics, sexual harassment, and annual compensation/benefit information
- In charge of keeping our location fully staffed (includes **interviewing**, **recruiting**, and forecasting staffing needs)
- Manage current talent by creating and updating succession plans about each manager's competencies
- Track and report Worker's Compensation and Auto Accident claims
- Help employees with insurance or other benefit issues
- Review and approve performance documentation for managers before delivery to employees
- Track and manage turnover at our location
- Taken courses on WI employment law and the OSHA 10-hour certification course

Management Trainee (January 2003- June 2005)

- 5 months experience being a production supervisor (Organized plant employees to make sure shift ran smoothly, helped coordinate the installation of new accounts, and was in charge of quality/inventory control in the plant)
- 6 months experience in the service department (Coordinated truck maintenance for a fleet of 25 trucks, audited the drivers financial records and inventory at the end of each route, and filled in driving routes as needed)
- 4 months experience as our customer service representative (Helping customers with questions or concerns they have with their service, completing reports dealing with customer satisfaction and the profitability of our hygiene products, and filling out cash control forms auditing money deposited through our A/R department)

Other Work Experience

Summer Internship (Summer 2003)

Janesville Target Store

- 5-week rapid training series through various departments of the store
- Was the inventory co-captain to help organize a store-wide inventory count
- Assisted the new Human Resource Manager by helping with interviewing, filling out OSHA logs, and leading the United Way pledge drive
- Was the Leader on Duty in charge of the store on several occasions

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Head Guard/Swim Instructor/Lifeguard (Summer 2001/2002)

Sheboygan Falls Aquatic Center

- Supervised and evaluated the life guard staff
- Taught swim lessons
- Trained new employees
- Handled patron's problems or concerns

College Community Involvement

- Dean's list, UW-Whitewater – awarded for GPA above 3.4 (8 consecutive semesters)
- Lettered on the UW-Whitewater swim team (4 seasons)
- Choral Participant (7 semesters)
- Chancellor Scholar Athlete, UW-Whitewater – the most prestigious athletic award at Whitewater; is given to athletes who have above a 3.25 GPA and lettered at least 3 consecutive seasons
- UW-Whitewater lifeguard (4 semesters)
- Started and coached a youth swim team (Summer 2001/2002)
- Note taker for Disabled Student Services (September 2001 to December 2002)