



***APPLICATION  
FOR  
PARKS & RECREATION DEPARTMENT  
EMPLOYMENT***

*Applications must be completed and signed by the applicant.*



**APPLICATION FOR  
PARKS & RECREATION DEPARTMENT EMPLOYMENT**  
(Please print plainly)

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last                      First                      Middle

Present Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
No.                      Street                      City                      State                      Zip

Are you legally eligible for employment in the U.S.A.? Yes    No    (If yes, verification will be required)

Are you over age 16? Yes    No

Position(s) applied for: \_\_\_\_\_

Were you previously employed by us? Yes    No    If yes, when? \_\_\_\_\_ Dept. \_\_\_\_\_

**On what exact date are you available for employment?** \_\_\_\_\_  
(month)                      (day)                      (year)

What skills or qualifications will be of benefit to you as an employee? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.)

\_\_\_\_\_

\_\_\_\_\_

**RECORD OF EDUCATION**

School	Name and Address of School	Course of Study	Circle last year completed	Did you graduate?	List Diploma or Degree
				Yes	
<b>High</b>			1 2 3 4	No	

School	Name and Address of School	Course of Study	Circle last year completed	What year will you graduate?	List Diploma or Degree
<b>College</b>			1 2 3 4		

I am currently attending \_\_\_\_\_ School.

I will be attending \_\_\_\_\_ in September.  
(school)

**(Employers will be contacted regarding your candidacy)**

Name and Address of Employer (Present)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Present Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone: _____						

Name and Address of Employer (Past)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone: _____						

Name and Address of Employer (Past)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone: _____						

Name and Address of Employer (Past)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone: _____						

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***PERSONAL REFERENCES (Not Former Employers or Relatives)***

<b><i>NAME &amp; OCCUPATION</i></b>	<b><i>ADDRESS</i></b>	<b><i>PHONE NUMBER</i></b>

**PLEASE ANSWER THE FOLLOWING:**

- Were you in the U.S. Armed Forces? Yes  No  If yes, what Branch? \_\_\_\_\_
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven (7) years which has not been annulled or expunged or sealed by a court?  
Yes  No  If yes, describe in full: \_\_\_\_\_

Conviction of a crime will not be an absolute bar to employment.

- Skills Experience: In the following list of activities, check **ONCE** ( **x** ) those in which you have taken part or had special training; check **TWICE** ( **xx** ) those you have organized or directed and in which you are prepared to train others; and check **THREE TIMES** ( **xxx** ) where you have been paid for your experience.

**ARTS & CRAFTS**

- \_\_\_\_\_ Basketry
- \_\_\_\_\_ Clay Modeling
- \_\_\_\_\_ Felt Work
- \_\_\_\_\_ Gimp Work
- \_\_\_\_\_ Nature Craft
- \_\_\_\_\_ Scrap Craft
- \_\_\_\_\_ Painting
- \_\_\_\_\_ Pastels
- \_\_\_\_\_ Sculpture
- \_\_\_\_\_ Sketching
- \_\_\_\_\_ Paper (Origami)
- \_\_\_\_\_ Other (List)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DANCE**

- \_\_\_\_\_ Ballet
- \_\_\_\_\_ Creative
- \_\_\_\_\_ Folk
- \_\_\_\_\_ Modern
- \_\_\_\_\_ Social
- \_\_\_\_\_ Square
- \_\_\_\_\_ Tap
- \_\_\_\_\_ Other (List)
- \_\_\_\_\_
- \_\_\_\_\_

**DRAMA**

- \_\_\_\_\_ Pantomimes
- \_\_\_\_\_ Plays
- \_\_\_\_\_ Skits
- \_\_\_\_\_ Puppetry
- \_\_\_\_\_ Creative
- \_\_\_\_\_

**SPORTS**

- \_\_\_\_\_ Archery
- \_\_\_\_\_ Badminton
- \_\_\_\_\_ Baseball
- \_\_\_\_\_ Basketball
- \_\_\_\_\_ Golf
- \_\_\_\_\_ Gymnastics
- \_\_\_\_\_ Hockey
- \_\_\_\_\_ Organized Games
- \_\_\_\_\_ Self Defense
- \_\_\_\_\_ Softball
- \_\_\_\_\_ Soccer
- \_\_\_\_\_ Swimming
- \_\_\_\_\_ Tennis
- \_\_\_\_\_ Touch Football
- \_\_\_\_\_ Tournaments
- \_\_\_\_\_ Track & Field
- \_\_\_\_\_ Tumbling
- \_\_\_\_\_ Volleyball
- \_\_\_\_\_ Wrestling
- \_\_\_\_\_

**OUTDOOR**

- \_\_\_\_\_ Hiking
- \_\_\_\_\_ Camping
- \_\_\_\_\_ Biking
- \_\_\_\_\_ Nature Identification
- \_\_\_\_\_

**MUSIC**

- \_\_\_\_\_ Band or Orchestra
- \_\_\_\_\_ Rhythm Band
- \_\_\_\_\_ Singing
- \_\_\_\_\_ Instrument (List)
- \_\_\_\_\_
- \_\_\_\_\_ Story Telling

**AQUATICS**

**American Red Cross Certification**

- \_\_\_\_\_ Basic Water Safety
- Date Passed: \_\_\_\_\_
- \_\_\_\_\_ Water Safety Instructor
- Date Passed: \_\_\_\_\_

**OTHER SKILLS:** \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- (Boy or Girl Scout, YMCA, etc.)

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_