



PARKS & RECREATION DEPARTMENT APPLICATION FOR EMPLOYMENT

For receptionist use:

2017

PERSONAL

CELL PHONE _____

FULL NAME _____
PRINT (LAST) (FIRST) (MIDDLE)

OTHER PHONE _____

ADDRESS _____
STREET AND NUMBER CITY STATE ZIP

e-mail address _____

EMERGENCY CONTACT _____

EMERGENCY PHONE NO. _____

POSITION(S) APPLIED FOR OR INTERESTED IN: _____

NAMES OF FRIENDS OR RELATIVES EMPLOYED BY THE CITY _____ REFERRED TO THE CITY BY _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY?
YES NO

ARE YOU A CITIZEN OF THE UNITED STATES?
YES NO

PLEASE EXPLAIN ANY ACCOMMODATIONS YOU NEED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION(S) APPLIED FOR

EDUCATION AND TRAINING

SCHOOL	FROM	TO	NAME OF SCHOOL	CITY / STATE	COURSE	GRADUATE?
HIGH						
COLLEGE						
OTHER						

LIST ANY SPECIAL TRAINING (VOCATIONAL SCHOOLS, SHORT COURSES, WORKSHOPS, ETC.) _____

LIST ANY SPECIFIC SKILLS WHICH YOU ARE COMPETENT _____

EMPLOYMENT RECORD - Begin with present or most recent employer

DATES EMPLOYED _____ SALARY _____

POSITION HELD _____ DESCRIPTION OF DUTIES _____

NAME OF EMPLOYER _____

ADDRESS _____

PHONE _____

IMMEDIATE SUPERVISOR _____ REASON FOR LEAVING _____
May we contact this employer? Yes No

DATES EMPLOYED _____ SALARY _____

POSITION HELD _____ DESCRIPTION OF DUTIES _____

NAME OF EMPLOYER _____

ADDRESS _____

PHONE _____

IMMEDIATE SUPERVISOR _____ REASON FOR LEAVING _____
May we contact this employer? Yes No

REFERENCES List three persons with knowledge of your character, experience and ability. Please do not list relatives.

NAME	ADDRESS	OCCUPATION	PHONE

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNED: _____

DATE: _____