



HOWARD PARKS, RECREATION & SENIOR SERVICES DEPT.

APPLICATION FOR EMPLOYMENT

2456 Glendale Ave – Green Bay, WI 54313
(920) 434-4640

TODAY'S DATE: _____

Title of Positions Applied For: _____ Second Choice: _____

Third Choice: _____ Date Available for Employment: _____

NAME (Include Middle Initial): _____ **EMAIL:** _____

ADDRESS (Include Zip Code): _____

TEMPORARY ADDRESS (Include Zip Code): _____

RES. PHONE: _____ **OTHER PHONE:** _____

BEST TIME TO CONTACT YOU: _____ **SOCIAL SECURITY #:** _____

MAY WE CONTACT YOU AT WORK? [] Yes [] No **WORK PHONE:** _____

Are you at least 18 years of age? [] Yes [] No

Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S? [] Yes [] No

Have you ever been employed by the Village of Howard? [] Yes [] No

If yes, when, in what position, and in which department? _____

Have you ever been convicted of a felony? [] Yes [] No

*Note: You are not obligated to discuss sealed or expunged records of conviction or arrest nor will such information be asked of you or considered in employment decisions. The existence of a criminal record will not automatically disqualify you from the job for which you are applying.

If yes, please explain offense and final disposition: _____

HIGHEST GRADE OR YEAR COMPLETED IN PRIMARY OR SECONDARY SCHOOL **GRADUATE?** [] Yes [] No
(CIRCLE ONE)

1 2 3 4 5 6 7 8 9 10 11 12

NAME AND LOCATION OF HIGH SCHOOL: _____

If you have not received a high school diploma, have you passed a high school equivalency or GED test? [] Yes [] No

TRAINING BEYOND HIGH SCHOOL. COLLEGE OR UNIVERSITY, NURSING, BUSINESS COLLEGE OR OTHER SCHOOLS YOU HAVE ATTENDED	CIRCLE NUMBER OF YEARS IN COLLEGE OR UNIVERSITY
	1 2 3 4 5 6 7 8

College, University or School Name and Location	Dates Attended		Major Field of Study	Type of Degree if Received
	From	To		

Describe any education or training you have had which is not covered above, such as technical college, correspondence courses, service schools, in-service training, etc., and give dates _____

REFERENCES

List three persons who are not related to you and who would have knowledge of your qualifications for position(s) for which you are applying.

NAME	ADDRESS	PHONE	RELATIONSHIP/YRS. KNOWN
1.			
2.			
3.			

EMPLOYMENT HISTORY

List your past three WORK experiences (paid or volunteer) starting with the most recent.

1) Position Held		Primary Duties	
Employer	Address	Phone	
Supervisor	Dates of Employment: From		To
Starting Salary	Last Salary	Reason for leaving	
2) Position Held		Primary Duties	
Employer	Address	Phone	
Supervisor	Dates of Employment: From		To
Starting Salary	Last Salary	Reason for leaving	
3) Position Held		Primary Duties	
Employer	Address	Phone	
Supervisor	Dates of Employment: From		To
Starting Salary	Last Salary	Reason for leaving	

May we contact your present employer? Yes No

May we contact your past employer(s)? Yes No

List any other relevant job experiences or qualifications: _____

Do you have a valid Driver's License? Yes No Driver's License #: _____

Do you have a valid Commercial Drivers License? Yes No Type: _____

TRAINING AND EXPERIENCE

Place a "3" in front of those you can teach and/or officiate.
Place a "2" in front of the activities in which you have organized and directed or supervised.
Place a "1" in front of those activities in which you have taken part.

RECREATION ACTIVITIES

- | | |
|---|---|
| <input type="checkbox"/> Aerobics/Fitness | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Tae Kwon Do/Karate |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Disc Golf | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Football | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Golf | |

DANCING

- | | |
|--|--|
| <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Ballet |
| <input type="checkbox"/> Hockey | <input type="checkbox"/> Jazz |
| <input type="checkbox"/> Ice Skating | <input type="checkbox"/> Tap |
| <input type="checkbox"/> Leagues/Tournaments | <input type="checkbox"/> Pom Pon/Hip Hop |
| <input type="checkbox"/> Low Organized Games | <input type="checkbox"/> Ballroom |
| <input type="checkbox"/> Playground Program | |

PARK MAINTENANCE & FORESTRY

Place a "T" where you have training and an "E" where you have experience in the following

- Operating a lawn mower
- Operating a weed eater
- Tractors
- Operating a chain saw
- Driving a stick shift
- Driving a truck larger than a pickup
- Turf
- Tree maintenance
- Athletic field maintenance
- Planting Flowers / Trees / Shrubs
- Pruning Trees or shrubs
- Reading Plans
- Painting
- Fertilizer/Chemicals
- Janitorial
- Other _____

Certifications: Please list any other certifications and/or qualifications you possess that are not previously listed in this application:

IMPORTANT: Applications will be kept active through the current employment season. Seasons are identified as Spring/Summer and Fall/Winter.

I Certify that all statements on my application materials are true to the best of my knowledge. I understand that misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand and agree that if employed, the employment will be "at will". That is, either I or the Village may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by the Village does not imply employment and that this application and/or any other Village documents are not contracts of employment.

Signature of Applicant

Date