



# Employment Application

## Leisure Services Department

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position(s) Applying For:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

To apply for a position within the Leisure Services Department, please complete the following application; please print clearly or type, except for signatures. Completed applications can be mailed or dropped off at the Village Hall. Incomplete applications will not be considered.

### Personal Information

Last Name	First Name	Middle Initial	Primary Phone Number	
Permanent Address		City	State	Zip
Temporary Address (during school year, etc.)		City	State	Zip
Email Address				
Best Way to Contact You: (List information if not listed above.)				
Dates Available for Work	How many hours per week do you prefer?		How did you hear about working for us?	

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

Are you at least 16 years of age? [ ] Yes [ ] No

Are you legally eligible to work in the United States? [ ] Yes [ ] No

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

If yes, when and in what position(s)? \_\_\_\_\_

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

If yes, please explain. \_\_\_\_\_

\*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 does not automatically disqualify you from the job for which you are applying.

**Training & Experience**

Place a **3** in front of activities you can teach and/or officiate. Place a **2** in front of activities in which you have organized or supervised. Place a **1** in front of activities in which you have participated.

____ Arts (type: _____)	____ Crafts	____ Leagues/Tournaments
____ Baseball	____ Dance	____ Low Organized Games
____ Basketball	____ Disc Golf	____ Outdoor Activities type: _____
	____ Drama	____ Playground Program/Day Camp
	____ Fitness (type: _____)	____ Softball
	____ Flag Football	____ Special Events
	____ Golf	____ Tae Kwon Do
	____ Gymnastics	____ T-Ball
	____ Hockey	____ Tennis
	____ Ice Skating	____ Other _____
	____ Kickball	

## Education & Training

	Name & Location	Dates Attended	Field of Study	Type of Degree or Certification Received
High School/GED				
College/University				
Graduate School				
Trade, Business or Correspondence				
Other Relevant Training				

## Employment History

Employer	Phone Number	<b>Dates Employed</b>		Duties
Street Address		From	To	
City/State/Zip Code		<b>Hourly Rate/Salary</b>		
Immediate Supervisor/Title		From	To	
May we contact for reference?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	Reason for leaving		

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## Personal References

Name	Phone Number	Relationship	Length of Relationship

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.

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

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Applicant Signature

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Date

**Village of Howard  
Leisure Services Department  
2456 Glendale Avenue  
Green Bay, WI 54313**

**(920) 434-4640 • Fax (920) 434-4643 • [VillageOfHoward.com](http://VillageOfHoward.com)**

