



Application for Parks and Recreation Department Employment

Personal Information

Please print.

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you of the legal age to work? \_\_\_\_\_ Are you legally authorized to work in the U.S.? \_\_\_\_\_

Driver's license number (if job-related) \_\_\_\_\_ State \_\_\_\_\_

If necessary, the best time to call you at home is? \_\_\_\_\_

May we contact you at work?  Yes  No If Yes, please provide your work phone number and best time to call \_\_\_\_\_

May a reference check be made with your present employer?  Yes  No If No, Please Explain \_\_\_\_\_

Have you previously applied at, or been employed by, the Village of Godfrey?  Yes  No If Yes, Please Explain \_\_\_\_\_

Have you ever been discharged by an employer?  Yes  No If Yes, Please Explain \_\_\_\_\_

Have you ever been convicted of, or do you currently have a charge pending, for any felony, misdemeanor or other offence excluding minor traffic violations?  Yes  No If Yes, Please Explain \_\_\_\_\_

Date available for work \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal

Are you able to meet the attendance requirements of the position?  Yes  No

**Education and Training**

	Name and Location of School	Last Year Completed	Graduated	Degree/Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ Tech School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job you are applying for. Also include relevant licenses and/or certifications. Be specific and include dates. \_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills, or qualifications that will be of special benefit in the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_

List professional or civic organizations and any offices held. Please exclude memberships that would reveal sex, race, religion, national origin, age, disability or other protected status.

Organization	Offices Held

**Personal References**

Name and Occupation	Address	Phone Number

## Employment History

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Name of Employer	Job Title
Address, City & State	Supervisor's Name
Duties	Dates Employed From:      To:
	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beginning & Ending Rate of Pay
Reason For Leaving	

Name of Employer	Job Title
Address, City & State	Supervisor's Name
Duties	Dates Employed From:      To:
	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beginning & Ending Rate of Pay
Reason For Leaving	

Name of Employer	Job Title
Address, City & State	Supervisor's Name
Duties	Dates Employed From:      To:
	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beginning & Ending Rate of Pay
Reason For Leaving	

The facts set forth in this application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not, and is not intended to be, a contract of employment, nor does this application obligate the employer in any way if the employer employs me.

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