

# APPLICATION FOR EMPLOYMENT

## BOROUGH OF WASHINGTON RECREATION DEPARTMENT

We are an Equal Opportunity Employer. We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

**Please Print**

Position(s) Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

How Did You Learn About Position? Friend Relative Facebook Other \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Present Address: \_\_\_\_\_  
No. Street City State Zip

Phone No. (\_\_\_\_\_) \_\_\_\_\_ Cell Phone No. (\_\_\_\_\_) \_\_\_\_\_

Best time to contact you is \_\_\_\_\_ at Home  Cell

Date Available to Start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Type of Employment Desired: Part-time  Full-time  Temporary   
 Day  Evenings  Weekends

Have you ever filed an application with us before? Yes  No  If yes, when? \_\_\_\_\_

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

Do any friends or relatives other than a spouse work here? Yes  No

Are you currently employed? Yes  No

Are you legally able to be employed in the United States? Yes  No   
 Proof of citizenship or immigration status will be required upon employment

If under 18 can you provide required proof if work eligibility? Yes  No   
 All working papers and permissions will be required upon employment

EDUCATION	Name and Location of School	No. of Years Attended	Graduated? Yes / No	Course of Study
Elementary School				
High School				
College				
Other Education				

EMPLOYMENT HISTORY

List your record of employment beginning with your present or most recent position.

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving
Salary / Hourly Rate		Starting	Final	
Work Performed				

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving
Salary / Hourly Rate		Starting	Final	
Work Performed				

Dates From To	Name and Address of Employer	Position	Supervisor's Name and Title	Reason for Leaving
Salary / Hourly Rate		Starting	Final	
Work Performed				



List any other information you think may be helpful in considering your application:

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?    Yes  No

**Applicants Statement**

I authorize Washington Borough Recreation to contact each former employer, reference, firm or corporation. I authorize any of these persons to give all information concerning work-related items and I release all parties from liability for any damage that may result from furnishing same to you. I understand that anyone over the age of 18 is subject to a background check before beginning employment.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. I understand that this employment application shall be considered active for a period not to exceed 45 days, at which point I must inquire about applying again.

I also understand that if accepted by Washington Borough Recreation, my employment is voluntarily entered into "at will" and I am free to resign at any time. Similarly, Washington Borough Recreation is free to conclude my employment at any time without cause. I further recognize that this application is not a contract and cannot create a contract and that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that I am required to abide by all rules and regulations of Washington Borough Recreation.

Applicant's Signature	Date
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**DO NOT WRITE IN THE SPACE BELOW**

Arrange for an interview    Yes  No

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

Interview by: \_\_\_\_\_ Date: \_\_\_\_\_

Hired: Yes  No     Job Title: \_\_\_\_\_    Salary/Wage: \_\_\_\_\_

Dept. \_\_\_\_\_    Date Employment Begins: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Recreation Director)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Borough Manager)