**Instructions: Provide all information requested by printing in in k or typing.**

**GENERAL INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name (Last) | | (First) | (Middle Initial) | | Home Telephone | | |
| Address (Mailing Address) | | (City) | (State) | (Zip) | Other Telephone | | |
| E-Mail Address | | Are you legally entitled to work in the U.S.? | | | | Yes⬜ | No⬜ |
| Driver’s License Number | State | Are you 18 years of age or older? | | | | Yes⬜ | No⬜ |

**POSITION**

|  |  |  |
| --- | --- | --- |
| Position Or Type Of Employment Desired | Will Accept:  ⬜ Part-Time  ⬜ Full-Time  ⬜ Temporary | Shift:  ⬜ Day  ⬜ Swing  ⬜ Graveyard  ⬜ Rotating |
| Salary Desired |
| Date Available |  | |

**EDUCATION AND TRAINING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School Graduate Or General Education (GED) Test Passed? Yes ⬜ No ⬜  If no, list the highest grade completed | | | | | | | | |
| **College, Business School, Military (Oldest first)** | | | | | | | | |
| Name and Location | Number of years attended | | Did you graduate? | | Degree | Major or Subject | |
| High School |  | | Yes ⬜  No ⬜ | |  |  | |
|  |  | | Yes ⬜  No ⬜ | |  |  | |
|  |  | | Yes ⬜  No ⬜ | |  |  | |
|  |  | | Yes ⬜  No ⬜ | |  |  | |
| **Occupational License, Certificate or Registration** | | **Number** | | **Where Issued** | | | **Expiration Date** | |
|  | |  | |  | | |  | |
|  | |  | |  | | |  | |
|  | |  | |  | | |  | |
| **Languages Read, Written or Spoken Fluently Other Than English** | | | | | | | | |

**VETERAN INFORMATION (Most recent)**

|  |  |  |
| --- | --- | --- |
| Branch of Service | Date of Entry | Date of Discharge |
| Duty or Specialized Training | | |

**SPECIAL SKILLS** **(List all pertinent skills and equipment that you can operate)**

|  |
| --- |
| **(Maximum 1000 characters)** |

**Work Experience (most recent first, include volunteer and military)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date (Month/Yr) | Employers Name, Address, Telephone Number | Salary | Position | Reason for leaving |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |

**References (List three personal references who are not relatives or former supervisors)**

|  |  |  |
| --- | --- | --- |
| Name, Address, Telephone Number | Occupation | Years Known |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Have you ever been convicted of a felony or misdemeanor, excluding traffic offenses? Yes ⬜ No ⬜ |
| If yes, please explain: (a conviction record will not necessarily be a bar to employment and factors such as age, time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.) |

**Information to the Applicant**

I certify that the answers given by me to the foregoing questions and statements and in any interview are true and correct without material omissions of any kind whatsoever. I agree that the North East Recreation Commission shall not be liable in any respect if I am not hired or if my employment is terminated because of false statements, answers or omissions made by me in this application. I also authorize companies, schools or persons to give any and all information they have regarding me whether or not it is in the records. I hereby release said companies, schools or persons from any and all liability for any damage or injury to me arising out of the release of such information. I understand that any misleading or incorrect statements, whether by omission or otherwise, may render this application void, and if employed would be cause for termination. I understand that I may be required to undergo a pre-employment physical examination and /or drug test. I agree to comply with all North East Recreation Commission regulations and policies and understand that my failure to comply will subject me to discipline, up to and including discharge.

As part of the North East Recreation Commission’s employment screening, your personal and employment references may be checked. If necessary, you may be required to supply your birth certificate or other proof of authorization to work in the United States. Depending on the position, I may also be required to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above:

Signature of Applicant Date