

Berlin Parks and Recreation

P.O. Box 272, 108 N. Capron St. Berlin, WI 54923 (920) 361- KIDS (5437)

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position (s) applied for _____ Date of application / /

Referral Source Advertisement Employee Relative Government Employment Agency

Walk-in Private Employment Agency Other _____

Name of source (if applicable) _____

Name: _____
LAST FIRST MIDDLE

Address: _____ Social Security # _____
STREET CITY STATE ZIP CODE

Telephone # () - _____ Mobile/Beeper/Other Phone # () - _____ E-mail Address _____

If necessary, best time to call you at home is _____ : _____ AM PM

May we contact you at work? Yes No If yes, work number and best time to call () _____ : _____ AM PM

If you are under 18 and if it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you submitted an application here before? Yes No If yes, give date(s) and position(s) _____ / /

Have you ever been employed here before? Yes No If yes, give dates From ____ / ____ / ____ To ____ / ____ / ____

Are you legally eligible for employment in this country? Yes No

Date available for work ____ / ____ / ____ Last day available for work if seasonal ____ / ____ / ____

What is your desired salary range?.....\$ _____ per hour

Type of employment desired Seasonal I (30 - 40 hrs/week) when available Seasonal II (29 or less hrs/week) when available
 Part Time (less than 600 hrs/year) Internship

Will you work overtime if required? Yes No If no, please explain _____

Have you ever been bonded? Yes No Have you ever pleaded guilty or no contest to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function _____ State _____

Educational Background

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	ADDRESS	CITY	ZIP	NUMBER OF YEARS KNOWN

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
	FROM	TO	
PHONE			
ADDRESS			
STARTING JOB TITLE/FINAL JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
EMPLOYER	DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
	FROM	TO	
PHONE			
ADDRESS			
STARTING JOB TITLE/FINAL JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			

Comments: INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

Skills and Qualifications

Summarize any special training, skills, and/or hobbies that you possess that may relate to working with the Parks and Recreation Department. Also list any licenses and/or certifications (i.e. Referee, 1st Aid, CPR, etc.) that you have earned.

List special accomplishments, awards, clubs, etc.

List any additional information you would like us to consider. _____

OFFICE USE ONLY	
Hired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hire Date	_____
W-4?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I-9?	<input type="checkbox"/> Yes <input type="checkbox"/> No
work permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
work permit received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Background Check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date	_____

CITY OF BERLIN

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to re-apply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that I am being hired for a seasonal and/or part time position that will not require more than 600 hours per year.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____ / ____ / ____

Do I need a Work Permit?

If you are seeking a job with the Parks and Recreation Department and are under 15 years old and you are offered a position the answer is **YES!**

- ☛ To work with **Rec. Programs** you must be at least **15 years old.**
- ☛ To work in the **Parks Department** you must be at least **16 years old**
- ☛ Some positions that require the operation of machinery in the Parks Department require that you be 18 years old.

You must:

- _____ 1. Be the appropriate age prior to the date of written offer of employment.
- _____ 2. Have a written offer of employment from the Director of Parks and Recreation.
- _____ 3. Provide proof of age. Acceptable proof include a Drivers License, State ID card, Birth Certificate or Baptismal certificate.
- _____ 4. have parental written consent. Parent or guardian must sign written job offer.
- _____ 5. Provide your Social Security Card
- _____ 6. Bring all of the above completed items to: Berlin Area School District
Business Office
295 E. Marquette St.
Berlin, WI 54923
920-361-2004
- _____ 7. \$10.00 work permit fee (paid by the City of Berlin, you do not need to pay this fee)