Berlin Aquatic Center P.O. Box 272, 255 Webster St. Berlin, WI 54923 (920) 361- 5H2O(5426) in season (920) 361- KIDS (5437) Sept. - May

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	<u> </u>
Referral Source	☐ Advertisement	☐ Employee	☐ Relative	☐ Government Employ	ment Agency
	☐ Walk-in	☐ Private Employmen	nt Agency	Other	
	Name of source (if applicable)				
Name:	LAST		FIRST		MIDDLE
Address:	STREET CITY	87	Social ZIP CODE	Security #	
Telephone # ()				ail Address	
If necessary, best tin	me to call you at home is				: AM PM
May we contact you	at work? <u>UYes</u>	□ No If yes, work	number and best time to c	all <u>(</u>)	:AM PM
-	and it is required, can you furnish	_			<u>□Yes □ No</u>
	l an application here before?)	
	employed here before? 				
Are you legally elig	tible for employment in this coun	try?			<u>□Yes □ No</u>
Date available for w	vork	// Last d	lay available for work		/ /
	d salary range?				
Type of employmen	nt desired NOTE: Guards will	be hired for one of the	following categories:		
	☐ Lifeguard I (3	30 - 35 hrs/week) when	available Lifegua	ard II (20 - 29 hrs/week) who	en available
	☐ Lifeguard III ((10 - 19 hrs/week) when	n available 🗌 🛮 Lifegua	ard IV (1 - 9 hrs/ week) when	available
Are you willing to a	accept a classification with less ho	ours than indicted above	e? <u> </u>	, please explain	
Will you work only	weekends if required?	□ No If no, please e	explain		
Will you work only	evenings if required?	□ No If no, please e	xplain		
Have you ever been	bonded?	ve you ever pleaded gui	ilty or no contest to, or bee	en convicted of a crime?	<u>□Yes □ No</u>
If yes, please provide ANSWERING "YES" TO THESE	le date(s) and details QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIOUNT.	C BAR TO EMPLOYMENT. FACTORS	SUCH AS DATE OF THE OFFENSE, SERIO	DUSNESS AND NATURE OF THE VIOLATION, F	REHABILITATION AND POSITION APPLIED
FOR WILL BE TAKEN INTO ACC	OUNT.				
Educationa	l Background		E	EQUAL OPPORTUNITY EMPLOYER	
	(3) schools attended, starting voint Average or Class Rank. E				r diploma earned, if
		B. NUMBER OF		D. GPA	
	A. SCHOOL	YEARS COMPLETED	C. DEGREE DIPLOMA	CLASS RANK E. MAJO	DR 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 info

MPLOYER	DATES EMI	PLOYED	SUMMARIZE TYPE OF WORK
	FROM	то	PERFORMED AND JOB RESPONSIBILITIES
HONE			
DDRESS			
TARTING JOB TITLE/FINAL JOB TITLE			
MMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			<u> </u>
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
MPLOYER	DATES EMI	DI OVED	SUMMARIZE TYPE OF WORK
	FROM	TO	PERFORMED AND JOB RESPONSIBILITIES
PHONE			
ADDRESS			
STARTING JOB TITLE/FINAL JOB TITLE			+
MMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE? □ YES □ NO □ LATER			
Comments: INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _			
kills and Qualifications			
Summarize any special training, skills, and/or hobbies, and or prior ing as a lifeguard. Also list any licenses and/or certifications (i.e. W	lifeguard experien VSI, 1st Aid, CPR,	ice that you, etc.) that y	possess that may relate to wo ou have earned.
List special accomplishments, awards, clubs, etc.			Topping time ONLY
			OFFICE USE ONLY Hired?
			Hire Date W-4? □Yes
	iraa? (data)		I-9? □Yes
Date of Red Cross Lifeguard certification Expi	ires? (date)		— 1-9:
Date of Red Cross Pro-CPR certification Expi	ires? (date)		work permit required? □Yes
Date of Red Cross Pro-CPR certification Expi	ires? (date) ructor		work permit required? □Yes work permit received? □Yes

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 UNTILYOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of t	the foregoing Applic	foregoing Applicant Statemen		
Signature of Applicant	Date	1	1	

Do I need a Work Permit?

If you are seeking a job with the Parks and Recreation Department and are **AGE 15** and have been offered a position – the answer is <u>YES!</u>

To work as a **Pool Attendant** you must be at least **15 years old**To work with **Recreation Programs** you must be at least **15 years old**To work as a **Lifeguard** 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:

Be the appropriate age prior to the date of written offer of employment
Have a written offer of employment from the Director of Parks and Recreation
Provide proof of age. Acceptable proofs include a Driver's License, State ID card Birth Certificate or Baptismal certificate
Have parental written consent. Parent or guardian must sign written job offer
Provide Social Security Card
Bring all the above completed items to:

Berlin Area School District Business Office 295 E. Marquette Street Berlin, WI 54923

There is a fee of \$10.00 for the work permit. This fee is paid for by the City of Berlin.