



City of St. Marys Parks & Recreation Department Application for Employment

This institution does not discriminate in hiring or employment based on race, color, religious creed, national origin, sex, ancestry, age, or physical/mental disability unrelated to the ability to perform the work required. No question on this application is intended to be used for such discrimination. This application will be given every consideration. However, its receipt does not imply that the applicant will be employed.

PERSONAL INFORMATION

Name: _____

Address: _____

Phone #: _____ Email: _____

Are you legally eligible for employment in this country? YES NO (Proof of U. S Citizenship or immigration status may be required)

EMPLOYMENT DESIRED

Desired employment: Full-Time Seasonal How did you learn of this opening? _____

Interested Position:

- Recreation Program Coordinator
- Assistant Program Coordinator
- Sports Facilities/Concession Coordinator
- Aquatics Coordinator
- Assistant Aquatics Coordinator
- Facilities Maintenance Technician
- Recreation Program Assistant
- Sports Facilities/Concession Assistant
- Park Maintenance Assistant

IMPORTANT: You will be required to obtain your PSP Criminal History, Childline Child Abuse History, FBI Fingerprint Clearances, and PA State Mandated Reporter Certification within 3 weeks of starting employment. The City of St. Marys will not pay for these clearances. If you are under the age of 18, you will need to provide a work permit.

EDUCATIONAL BACKGROUND

High School: _____ Location: _____

Did you graduate? YES NO If no, highest grade completed: _____

College/University: _____ Location: _____

Course of Study: _____ Did you graduate? ___ YES ___ NO

Courses particular to this position: _____

Have you or are you currently in the U.S Armed Forces? ___ YES ___ NO

Selective Service Classification: _____ Member of Reserves? ___ YES ___ NO

OTHER INFORMATION

Have you ever been fired or asked to resign from a position? ___ YES ___ NO

If yes, please explain: _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? ___ YES ___ NO

If yes, please explain: _____

Do you have any special training or skills that would benefit in this position for which you are applying? _____

EMPLOYMENT EXPERIENCE

Company/Organization: _____ Phone #: _____

Supervisor: _____ Title: _____

Address: _____

Hourly/Salary Rate: _____

Position Title: _____ Dates Employed: _____

List of Duties: _____

Reason for Leaving: _____

Company/Organization: _____ Phone #: _____

Supervisor: _____ Title: _____

Address: _____

Hourly/Salary Rate: _____

Position Title: _____ Dates Employed: _____

List of Duties: _____

Reason for Leaving: _____

Company/Organization: _____ Phone #: _____

Supervisor: _____ Title: _____

Address: _____

Hourly/Salary Rate: _____

Position Title: _____ Dates Employed: _____

List of Duties: _____

Reason for Leaving: _____

REFERENCES

Use this space to give us at least three references not related to you, whom you have known at least one year.

Do you consider yourself to be able to perform all the duties required by the job for which you are making application without endangering yourself and/or other employees? ___ YES If no, please explain: _____

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies, or corporations supplying such information. I consent to take the post-offer physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate.

I understand that I will be required to follow the personnel policies and rules of the institution and that infractions of said rules may lead to dismissal. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

I further understand that this institution follows equal employment practices and there is no discrimination in the hiring of individuals based on sex, race, religion, age, or physical/mental disability unrelate to the ability to perform the work required.

It is understood and agreed that any misinterpretation by me in this application will be enough cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that

just as I am free to resign at any time, for any reason, the employer reserves the right to terminate my employment at any time for any reason. I understand that no representative of the employer has the authority to make assurances of the contrary except the President by signed writing.

I understand that if I am employed it will be on a probationary or trail basis for a period to be determined at the date of hire. Upon my termination I authorize the release of reference information on my work.

(Date)

(Signature)

PERSONNEL OFFICE USE

Date Hired: _____ Department: _____

Hourly Rate: _____ Starting Date: _____ Position: _____