



# APPLICATION FOR EMPLOYMENT

<b>PERSONAL DATA</b>			
Last Name	First	Middle	
<b>Home Address</b>		<b>Permanent Address</b> (if different from home address)	
Street		Street	
City	State	Zip	City
Telephone Number		Telephone Number	
Person to contact in an emergency Relationship to you:		Name & Telephone Number	

<b>EMPLOYMENT INFORMATION</b>	
<b>Position(s) applying for:</b>	<b>When are you available to work?</b>
Social Security Number	Are you 18 years of age or over? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Are you a U.S. citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Have you been incarcerated in the last 5 years? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
How were you referred to us?	

<b>EDUCATION AND TRAINING</b>						
Type of School	Name of School & State	Graduated	Yes	No	Type of Degree Diploma/Certificate	Major/Minor Field of Study
High School						
College or University						
Other Education						

<b>EMPLOYMENT EXPERIENCE</b>			
Company Name, City & State	Dates Employed Month & Year	Position Title and Description of Duties	Supervisor's Name
	From		
Phone	To		
	From		
Phone	To		
	From		
Phone	To		

List any other employment experience that is pertinent to the position you are applying for: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## REFERENCES

### WORK REFERENCES (Those individuals who can verify your performance on the job)

Name	How do they know you?
Company Name	Phone
Name	How do they know you?
Company Name	Phone

### CHARACTER REFERENCES (Those individuals not related to you who can verify your character)

Name	How do they know you?
Address	Phone
Name	How do they know you?
Address	Phone

I hereby give the Greater Elizabethtown Area Recreation Commission & Community Services (GEARS) the right to make a thorough investigation into my previous employment, education and references. I release, indemnify and hold harmless GEARS from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time, for any reason or for no reason, and that GEARS retains a similar right. I understand that, if accepted for employment, it is necessary to abide by the rules and policies of GEARS and that I will be on a 90-day probation before being considered a regular employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All applicants/candidates for positions are considered without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or disability. GEARS is an equal opportunity employer. Applications should be returned to GEARS, 600 East High Street, Elizabethtown, PA 17022. Phone: (717) 367-0355.

## ACTIVITIES CHECKLIST

Check one box for those activities which you have taken part in and with which you are familiar. Check both boxes for those activities which you have actually organized and organized/administered.

### CERTIFICATIONS

- CPR
- First Aid
- Other \_\_\_\_\_

### AQUATICS

- Swimming
- Lifeguard Training
- Water Safety Instructor
- Water Exercise Class
- Other \_\_\_\_\_

### SPORTS

- Aerobics
- Basketball
- Football
- Soccer
- Wrestling
- Baseball/Softball
- Volleyball
- Track & Field
- Tennis
- Gymnastics
- Cheerleading
- Lacrosse
- Weight Training
- Other \_\_\_\_\_

### GAMES

- Card/Table Games
- Party Games
- "New Games"
- Low-Organized
- Other \_\_\_\_\_

### OUTDOOR/NATURE ACTIVITIES

- Archery
- Skiing
- Camping
- Hiking
- Canoeing
- Fishing
- Hunting
- Nature Study
- Other \_\_\_\_\_

### ARTS & CRAFTS

- Oils/Watercolors
- Pottery/Ceramics
- Metal/Wood
- Needlecraft/Weaving
- Costuming
- Crafts with Preschooler
- Crafts with School Age
- Crafts with Teens
- Crafts with Adults
- Crafts with Seniors
- Other \_\_\_\_\_

### MUSIC

- Song Leading
- Chorus
- Band
- Music Lessons
- Other \_\_\_\_\_

### DRAMA

- Puppets
- Pantomimes
- Plays/Skits
- Story Telling
- Other \_\_\_\_\_

### DANCE

- Ballroom
- Country
- Square
- Modern
- Jazz
- Ballet
- Hip Hop
- Modern
- Other \_\_\_\_\_

### OFFICE

- Typing
- Bookkeeping
- Filing
- Word Processing
- Marketing
- Grant Writing
- Other \_\_\_\_\_

### CLUBS

- Scouts
- 4H Club
- Church Groups
- Service Group
- Senior Citizen
- Other \_\_\_\_\_