

CITY OF WILKES-BARRE
Department of Parks and Recreation
40 East Market Street, Wilkes-Barre, PA 18711

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Application for Employment

Personal Information:

Date _____

Name _____ Social Security Number _____

Applicants must be at least 16 years of age; if you are 16 years of age but under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

Not Applicable

Home Address _____
Street City State Zip Code

Home Phone Number _____

Employment Desired:

Position _____ Date you can start _____

Are you employed? _____ Full Time Student? _____ If employed, please state your occupation _____

Education Name and Location of School Years Attended Did you Graduate? Major Study

High School _____

College _____

Trade or Bus. _____

General:

State fully any experience applicable to position you are applying for. Also in what extra curricular activities have you participated (high school/college): _____

circle one

Special Questions:

Explain briefly any experience you have in the following categories:

CHILD SUPERVISION _____

ARTS AND CRAFTS _____

OFFICE/CLERICAL _____

CONCESSION WORK _____

ICE SKATING/TENNIS _____

SWIMMING: WATER SAFETY INSTRUCTOR _____ ADVANCED LIFESAVING
CERTIFICATE _____

(PHOTO COPY OF LIFESAVING AND INSTRUCTOR CERTIFICATE MUST BE ATTACHED)

MECHANICAL/CARPENTRY _____

MAINTENANCE _____

Former Employers:

List below last four employers, including City of Wilkes-Barre, with last one first.

Date-Mo. & Yr.	Name and Address of Employer	Wage	Position	Reason for Leaving
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From _____

To _____

From _____

To _____

From _____

To _____

From _____

To _____

References:

Give below the names of three persons not related to you, whom you have known at least one year.

	Name	Address	Business	Years Known
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1. _____

2. _____

3. _____

I authorize investigation of all statements contained in this application. Further, I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature

Date