



APPLICATION FOR EMPLOYMENT

PERSONAL DATA

Last Name: _____			First: _____			Middle: _____		
Home Address				(If different from home address)				
Street				Street				
City				City				
Home Phone #				E-Mail Address				
Mobile Phone #								
Person to contact in case of an emergency: Name:			Phone #:					

EMPLOYMENT INFORMATION

Position(s) applying for:	
What hours and days can you work?	
Are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO Are you 18 years of age or over? <input type="checkbox"/> YES <input type="checkbox"/> NO	
How were you referred to us?	

EDUCATION AND TRAINING

Type of School	Name of school & state	Graduated		Type of Degree Diploma/Certificate	Major/Minor Field of Study
		Yes	No		
High School					
College or University					
Other Education					

EMPLOYMENT EXPERIENCE May we contact your present employer? YES NO

Company Name _____	Dates Employed Month Year	Position Title and Description of Duties	Supervisor's Name
Address:	From		Title
Phone	To		Phone
Company Name _____	Dates Employed Month Year	Position Title and Description of Duties	Supervisor's Name
Address:	From		Title
Phone	To		Phone
Company Name _____	Dates Employed Month Year	Position Title and Description of Duties	Supervisor's Name
Address:	From		Title
Phone	To		Phone

List any other employment experience that is pertinent to the position you are applying: _____

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

APPLICANT'S CERTIFICATION AND AGREEMENT – Please read carefully before signing.

The Hempfield Area Recreation Commission (HARC) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for HARC to hire me. If I am hired, I understand that either HARC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of HARC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to HARC true and complete information on this application. No requested information has been concealed. I authorize HARC to contact references provided for employment reference checks. If any information I have provided is untrue, or I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ Date: _____

Applications should be returned to the Hempfield Area Recreation Commission, 950 Church Street, Landisville PA 17538. Phone: (717) 898-3102. Visit us at www.hempfieldrec.com and find us on Facebook.

ACTIVITIES CHECKLIST

Check those activities with which you are familiar and list what your expertise is in that field. Attach a copy of any certifications or credentials, i.e. First Aid, CPR, Lifesaving, Group Exercise, etc.

CERTIFICATIONS

- CPR
- First Aid
- Other _____
- Other _____

AQUATICS

- Group Exercise Instructor
- Lifeguard Instructor/trainer
- Water Safety Instructor
- Other _____

RECREATION

- Pre-Schoolers
- School age
- Jr. High age
- Adults
- Seniors
- Other _____

CLUBS

- Organization _____
-
- Organization _____
-

SPORTS

- Group Exercise Instructor
- Other _____
- Other _____
- Other _____

OFFICE

- Other _____
- Other _____

OUTDOOR

- Activity _____
- Other _____
- Other _____

CRAFTS

- Craft _____
- Craft _____

DANCING

- Type _____
- Other _____

MUSIC

- Activity _____
- Other _____
- Other _____

