



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 _____

