

West Shore Recreation Commission

507 Fishing Creek Road, P.O. Box 413

Lewisberry, PA 17339

(717) 920-9515 Fax: (717) 920-9518

Application for Employment

(Please Print or Type)

Position Desired _____ Date _____

Personal Data

Name _____
Last First Middle In.

Address _____
Number and Street City State Zip

Telephone _____
Home Work or Daytime Cell

E-mail address _____ Municipality _____

Are you at least 18 years of age? ___ yes ___ no If no, give date of birth _____

Are you legally eligible for employment in the U.S.? _____

What method of transportation will you use to get to work? _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Reason for application: _____

Education and Training

<u>School</u>	<u>Name and Address</u>	<u>Did You Graduate?</u>	<u>Degree</u>	<u>Major</u>
High School				
Business or Trade				
College				
Other (Specify)				

Special Qualifications: include technical and professional licenses, academic and professional awards...

List all present and past employment beginning with the most recent

Position Held _____ From _____ To _____
Mo./Yr. Mo./Yr.
Employer _____ Telephone _____
Address _____ Supervisor _____
Reason for Leaving _____

Position Held _____ From _____ To _____
Mo./Yr. Mo./Yr.
Employer _____ Telephone _____
Address _____ Supervisor _____
Reason for Leaving _____

Position Held _____ From _____ To _____
Mo./Yr. Mo./Yr.
Employer _____ Telephone _____
Address _____ Supervisor _____
Reason for Leaving _____

I give permission to contact the employers listed above concerning any information you deem relevant.

Signed _____

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s).

Personal References
(Not Former Employers or Relatives)

Name and Occupation	Address	Telephone

The facts set forth in this application are true and complete to the best of my knowledge. I understand that if employed false statements on this application shall be sufficient cause for dismissal. I also understand that to qualify for employment, I may be subject to a background investigation and a medical examination.

Signed _____ Date _____

West Shore Recreation Commission does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap as defined by law.

For Office Use

Interviewed by _____ Date _____ Time _____

Position _____ Rate of Pay _____

Termination Date _____ Final Pay Rate _____

Reason _____

Payroll: W-4 I-9 New Hire

ID _____

Criminal / Child Abuse Clearance

Certifications _____