

**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**

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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**

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School

Name and Address

Did You Graduate?

Degree

Major

High School

Business or Trade

College

Other (Specify)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Recreation Skills

Fill out only if applying for Recreation Leadership

Check once those in which you have taken part or have had special training.

Check twice those you have organized or directed and in which you are prepared to train others.

Check three times where you have paid experience.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Physical Education  | <input type="checkbox"/> Pre-school Instruct. | <input type="checkbox"/> Clubs, Adults      | <input type="checkbox"/> Nature Lore      |
| <input type="checkbox"/> Athletics           | <input type="checkbox"/> Chorus or Choir      | <input type="checkbox"/> Club, Older Adults | <input type="checkbox"/> Adventure Games  |
| <input type="checkbox"/> Swimming Instructor | <input type="checkbox"/> Orchestra or Band    | <input type="checkbox"/> Art                | <input type="checkbox"/> Publicity        |
| <input type="checkbox"/> Children's Games    | <input type="checkbox"/> Drama                | <input type="checkbox"/> Handicrafts        | <input type="checkbox"/> Public Speaking  |
| <input type="checkbox"/> Social Recreation   | <input type="checkbox"/> Festivals            | <input type="checkbox"/> First Aid          | <input type="checkbox"/> Fitness/Wellness |
| <input type="checkbox"/> Folk/Social Dancing | <input type="checkbox"/> Clubs, Children      | <input type="checkbox"/> Storytelling       | <input type="checkbox"/> Sports           |
| <input type="checkbox"/> Ballet/Tap/Jazz     | <input type="checkbox"/> Clubs, Teens         | <input type="checkbox"/> Camping            | <input type="checkbox"/> Other            |

### Aquatic and First Aid Skills

#### American Red Cross Certifications (please check)

- |              |                          |         |                    |                          |         |
|--------------|--------------------------|---------|--------------------|--------------------------|---------|
| Lifeguarding | <input type="checkbox"/> | Expires | Standard First Aid | <input type="checkbox"/> | Expires |
| LGI          | <input type="checkbox"/> | Expires | CPR: Community     | <input type="checkbox"/> | Expires |
| WSI          | <input type="checkbox"/> | Expires | Adult              | <input type="checkbox"/> | Expires |
| Other        | <input type="checkbox"/> | Expires | Infant/Child       | <input type="checkbox"/> | Expires |
|              |                          |         | Prof. Rescuer      | <input type="checkbox"/> | Expires |

#### Water Safety and Swimming Instruction Experience

- |                                      |           |                                       |         |                                 |                                       |
|--------------------------------------|-----------|---------------------------------------|---------|---------------------------------|---------------------------------------|
| Infant                               | Preschool | Level 1                               | Level 2 | Level 3                         | Level 4                               |
| Level 5                              | Level 6   | Level 7                               | Adults  | <input type="checkbox"/> Diving | <input type="checkbox"/> Lifeguarding |
| <input type="checkbox"/> Competition |           | <input type="checkbox"/> Synchronized |         | <input type="checkbox"/> Other  |                                       |

**Use this space to summarize any additional information necessary to describe your full qualifications, experiences and skills which would especially equip you for work.**

**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
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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 \_\_\_\_\_

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

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**For Office Use**

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Interviewed by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Position \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Termination Date \_\_\_\_\_ Final Pay Rate \_\_\_\_\_

Reason \_\_\_\_\_

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Payroll:  W-4     I-9     New Hire

ID \_\_\_\_\_

Criminal / Child Abuse Clearance

Certifications \_\_\_\_\_