



## Employment Application

**The Rec Center is an equal opportunity employer and does not discriminate in recruitment, hiring, or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.**

**Please note:** The Rec Center enforces its policies and guidelines to prevent child abuse. Allegations or suspicions of child abuse are taken very seriously at The Rec Center and will be reported to the proper authorities for investigation. Abuse reporting procedures include unscheduled visits from supervisors, a code of conduct for staff, and we have an open door for parents. We minimize opportunities for abuse to occur and we also screen carefully to prevent abusers from being hired.

If you would like to join The Rec Center staff team, please complete the application below.

- Be sure to write legibly.
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- **Read and sign the last page of the application.**

### PERSONAL INFORMATION (PLEASE PRINT)

Position Applying for: _____	Date: _____
Name: _____	Date of Birth: _____
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: Home (_____) _____	Mobile (_____) _____
Email: _____	

Are you 18 years old or older? (If not, work authorization is required) **YES NO**

If hired, can you provide verification of your legal right to work in the United States? **YES NO**

Can you perform the essential functions of the job for which you are applying, without reasonable accommodation? **YES NO**

(For example, being active with children, handling group of children, minor cleaning, etc.)

**EMPLOYMENT INFORMATION**

Please check the days you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday

Preferred Job Status: Part- Time    Seasonal    As Needed

Have you previously been employed by The Rec Center? **YES**    **NO**

If yes, when? \_\_\_\_\_

Have you previously volunteered at The Rec Center? **YES**    **NO**

If yes, when? \_\_\_\_\_

Do you have any relatives or household members currently working for The Rec Center? **YES**    **NO**

Are you CPR/First Aid Certified? **YES**    **NO**

Have you worked with children before? **YES**    **NO**

If so, what age groups? \_\_\_\_\_

How did you hear about this opening?                  Rec Center Staff    Advertisement    Walk-in    Other

Name of staff referral (if applicable) \_\_\_\_\_

**EDUCATION & TRAINING**

EDUCATION BACKGROUND					
	School Name	City, State	Diploma Awarded	Degree	Major
<b>High School GED</b>			Yes No In Progress		
<b>College</b>			Yes No In Progress		
<b>Graduate School</b>			Yes No In Progress		
<b>Vocational/ Other</b>			Yes No In Progress		
Describe any non-employment experience such as school or volunteer activities that might strengthen your application:					

**EMPLOYMENT HISTORY (List all previous employment during the past 4 years. Use additional page if needed)**

Employer	Telephone	Dates Employed From: ____/____ To: ____/____	Summarize the nature of work and responsibilities.
Address		Starting Hourly Rate/Salary \$_____ per _____	
Job Title		Ending Hourly Rate/Salary \$_____ per _____	
Supervisor & Title			
Reason for Leaving			
May we contact this employer?      YES    NO			

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Supervisor & Title			
Reason for Leaving			
May we contact this employer?      YES    NO			

Please explain any gaps in your employment history.

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What other business, personal experience or training have you had that may have prepared you for this position?

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**PERSONAL REFERENCES**

Name: _____	Relationship _____	Years Known _____
Address: _____	City _____	State _____ ZIP _____
Email: _____	Phone _____	Alternate _____

Name: _____	Relationship _____	Years Known _____
Address: _____	City _____	State _____ ZIP _____
Email: _____	Phone _____	Alternate _____

Name: _____	Relationship _____	Years Known _____
Address: _____	City _____	State _____ ZIP _____
Email: _____	Phone _____	Alternate _____



## APPLICATION ACKNOWLEDGEMENT & AUTHORIZATION

### Please read all statements and sign below:

I authorize both The Rec Center and the persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with The Rec Center employment application process will result in denial of employment or termination of employment regardless of the timing of circumstances of discovery.

If I am employed by The Rec Center, I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of The Rec Center or myself. I understand that, other than the Executive Director of The Rec Center, no manager, supervisor, or representative of The Rec Center has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to foregoing. Only the Executive Director of The Rec Center has the authority to make any agreement contrary to the foregoing, and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and The Rec Center.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present. If hired, I agree to abide by the Rec Center policies and rules at all times.

I acknowledge that I have read the above statements and understand them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Received by: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Filed: YES NO