

MORRIS AREA COMMUNITY EDUCATION AND RECREATION EMPLOYMENT APPLICATION

PRINT CLEARLY IN BLUE OR BLACK INK AND ANSWER ALL QUESTIONS

TODAY'S DATE: _____ POSITION DESIRED: _____

Name: _____

Local Address: _____
Street City Zip

E-mail: _____ Phone (Home): _____

(Cell): _____ Best time to call: _____

(Employment History)

1. Present or most recent Employer _____

Address _____ Phone number _____

Job Title _____

Dates Employed: From: _____ To: _____ Rate of Pay: _____

Duties _____

Reason for Leaving _____

2. Past Employer _____

Address _____ Phone number _____

Job Title _____

Dates Employed: From: _____ To: _____ Rate of Pay: _____

Duties _____

Reason for Leaving _____

3. Please list experience you have working with youth

REFERENCE CHECKS (excluding relatives)- In order to ensure the safety and protection of our patrons, we will conduct a background reference check on all applicants for Community Education jobs.

1. Name _____ Phone number _____
Address _____

2. Name _____ Phone number _____
Address _____

3. Name _____ Phone number _____
Address _____

PLEASE CHECK BELOW YOUR SKILLS, HOBBIES OR INTERESTS:

√ **Single Check Those You Regularly Participate In.**

√√ **Double Check Those In Which You Are Proficient Enough To Teach/Coach.**

SPORTS ACTIVITIES

- ____ Basketball
- ____ Baseball
- ____ Softball
- ____ Tennis
- ____ Hockey
- ____ Gymnastics
- ____ Volleyball
- ____ Flag Football
- ____ Soccer
- ____ Track
- ____ Hiking
- ____ Swimming:
- ____ Canoeing
- ____ Golf
- ____ Archery
- ____ Other list: _____

MUSIC

- ____ Vocal
- ____ Instrument _____ (kind)

OFFICE HELP

- ____ Answering Phone
- ____ Word Processing
- ____ Customer Service
- ____ Computer Skills
- ____ Other Skills _____

Do you have a drivers license?

Yes ___ No ___

Do you have a car available for your use?

Yes ___ No ___

Are you UMM work study eligible?

Yes ___ No ___

Do you have CPR Certification?

Yes ___ No ___ exp date: _____

Do you have First Aid Certification?

Yes ___ No ___ exp date: _____

Summarize other special job-related skills and qualifications acquired from employment or other experiences.

Have you ever been convicted of a criminal offense? **YES** ___ **NO** ___

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature _____ Date _____

An Equal Opportunity/Affirmative Action Educator and Employer