

# MORRIS AREA COMMUNITY EDUCATION AND RECREATION EMPLOYMENT APPLICATION

PRINT CLEARLY IN BLUE OR BLACK INK AND ANSWER ALL QUESTIONS

**Application can be e-mailed to [cperkins@morris.k12.mn.us](mailto:cperkins@morris.k12.mn.us)**

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

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**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**