



APPLICATION FOR EMPLOYMENT

Clarksville Parks & Recreation

2000 Broadway

Clarksville, Indiana 47129

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

[Please Print]

 Last name First name Middle name

 Address City State Zip Phone no.

Position(s) Applied For:

Employment History: Begin with current or last job. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status.

1. _____
 Employer From To Duties or responsibilities

 Address

Hourly/salary: _____

Start/final: _____

 Job title Supervisor

Phone number: _____

 Reason for leaving

2. _____
Employer From To Duties or responsibilities

Address
Hourly/salary: _____
Start/final: _____
Job title Supervisor
Phone number: _____
Reason for leaving _____

3. _____
Employer From To Duties or responsibilities

Address
Hourly/salary: _____
Start/final: _____
Job title Supervisor
Phone number: _____
Reason for leaving _____

4. _____
Employer From To Duties or responsibilities

Address
Hourly/salary: _____
Start/final: _____
Job title Supervisor
Phone number: _____
Reason for leaving _____

IF YOU NEED ADDITIONAL SPACE, PLEASE USE A SEPARATE SHEET OF PAPER.

Military History

When _____ Release/type _____

Job-related training _____

Current status _____

Personal

Yes ___ No ___ If under 18 years of age, can you provide proof of eligibility to work?

Yes ___ No ___ Have you ever applied to us before?
If yes, when? _____

Yes ___ No ___ Have you ever been employed with us before?
If yes, when? _____

Yes ___ No ___ Do you have a relative or friend employed with us?
If yes, who? _____

Yes ___ No ___ May we contact your present employer?

Yes ___ No ___ Have you ever been convicted of a crime (other than a traffic violation)? Conviction will not necessarily disqualify you from employment.
If yes, please explain _____

Yes ___ No ___ If applying for a position that requires driving, do you have an appropriate license? [Unless using public transportation is acceptable.]

Yes ___ No ___ If applying for a position that requires driving, have you ever been ticketed for a moving traffic violation?
If yes, please explain _____

Yes ___ No ___ Are you a citizen of the United States?

Yes ___ No ___ If no, does your immigration status permit you to work?

Proof must be provided: Visa, green card, Social Security card, and driver's license.

Yes ___ No ___ Are you currently on "layoff" status, subject to recall?

On what date will you be available for work? _____

Availability: Full Time Part Time Temporary

Yes No If required, are you available for travel?

References Other than Previous Employers or Relatives

Providing this information means that you give this organization permission to contact the references listed.

1.	_____	_____	_____
	Name	Address	Telephone Number
2.	_____	_____	_____
	Name	Address	Telephone Number
3.	_____	_____	_____
	Name	Address	Telephone Number
4.	_____	_____	_____
	Name	Address	Telephone Number

APPLICANT'S ACKNOWLEDGEMENT

- This application shall be considered active for no more than 30 days.
- I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employee decision.
- In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means I may resign at any time and the Clarksville Parks Department may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Parks Department.

Signature

Date