

Application for Employment

Recreation Division – Seasonal

City of Hartford - Parks and Recreation
 125 N. Rural St. • Hartford , WI • 53027
 262•670•3730 • signup@hartford.wi.us

Name _____ Date _____
Last First Middle
 Address _____ Hm Phone _____
No. Street City Zip
 E-Mail _____ Cell Phone _____

If you are a minor, please give your age and date of birth Age _____ DOB ____ / ____ / ____

Position Applying For _____

Why are you interested in this position? _____

EDUCATION

	Name of School & Location	Coursework/Degree	Yr Graduated(ing)
High School			
College			
Technical			

OTHER TRAINING / CERTIFICATIONS

Training / Certification	Expiration Date/Type	Training / Certification	Expiration Date/Type
CPR		Lifeguard	
First Aid		WIAA Official	
AED		Group Fitness	
WSI		Other	

EMPLOYMENT HISTORY – begin with most recent

Employer 1		Dates Employed	
Phone		Pay Rate	
Address		Supervisor Name	
Duties/Title			
Reason for Leaving			

Employer 2		Dates Employed	
Phone		Pay Rate	
Address		Supervisor Name	
Duties/Title			
Reason for Leaving			

Employer 3		Dates Employed	
Phone		Pay Rate	
Address		Supervisor Name	
Duties/Title			
Reason for Leaving			

OTHER QUALIFICATIONS – List past experience, participation or other related interests or abilities you believe would have an impact on the position(s) you are applying for.

VOLUNTEER EXPERIENCE / CLUBS / ORGANIZATIONS / ATHLETICS

Agency/Activity 1		Dates	
Location / Address		Phone	
Coach/Advisor/Supervisor			
Title/Duties/Awards			

Agency/Activity 2		Dates	
Location / Address		Phone	
Coach/Advisor/Supervisor			
Title/Duties/Awards			

REFERENCES – Give three references, not related to you, who have knowledge of your character, personality, scholastic and general ability. One of the references should be a faculty member if you are a student.

Name		Job Position	
Address		Phone	
Relationship			

Name		Job Position	
Address		Phone	
Relationship			

Name		Job Position	
Address		Phone	
Relationship			

If you have a valid driver's license, please give license number and expiration date:

Have you ever been convicted of a felony or misdemeanor? YES _____ NO _____ If yes, please explain:

I understand the following:

- The City of Hartford is an equal opportunity employer.
- This application for employment shall be considered for 60 days.
- Applicants seeking FULL TIME or PERMANENT PARTTIME employment or employment in another Department must complete a City of Hartford application for full time/permanent employment.
- I certify that all statements are true and accurate to the best of my knowledge.
- I authorize the City of Hartford to investigate all statements and information contained in this application for employment as necessary including a City background check.
- That false or misleading information given on this application or interview may result in discharge.
- I am required to abide by all rules and regulations of the employer.
- Unless defined by applicable law, an employment relationship with this organization is of an "at will" nature, meaning Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

SIGNATURE _____ Date _____