



**APPLICATION
FOR EMPLOYMENT**

PERSONAL DATA

Last Name	First	Middle
Home Address		Permanent Address (if different from home address)
Street		Street
City	State	Zip
Cell Phone/Telephone Number		E-mail Address
Person to contact in an emergency Relationship to you:	Name & Telephone Number	

EMPLOYMENT INFORMATION

Position(s) applying for:	When are you available to work?	
Social Security Number	Are you 18 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a U.S. citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been incarcerated in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How were you referred to us?		

EDUCATION AND TRAINING

Type of School	Name of School & State	Graduated Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Degree Diploma/Certificate	Major/Minor Field of Study
High School				
College or University				
Other Education				

EMPLOYMENT EXPERIENCE

Company Name, City & State	Dates Employed Month & Year	Position Title and Description of Duties	Supervisor's Name
	From		
Phone	To		
	From		
Phone	To		
	From		
Phone	To		

List any other employment experience that is pertinent to the position you are applying for: _____

REFERENCES

WORK REFERENCES (Those individuals who can verify your performance on the job)

Name	How do they know you?
Company Name	Phone
Name	How do they know you?
Company Name	Phone

CHARACTER REFERENCES (Those individuals not related to you who can verify your character)

Name	How do they know you?
Address	Phone
Name	How do they know you?
Address	Phone

I hereby give the Greater Elizabethtown Area Recreation Commission & Community Services (GEARS) the right to make a thorough investigation into my previous employment, education and references. I release, indemnify and hold harmless GEARS from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time, for any reason or for no reason, and that GEARS retains a similar right. I understand that, if accepted for employment, it is necessary to abide by the rules and policies of GEARS and that I will be on a 90-day probation before being considered a regular employee.

Signature: _____ Date: _____

All applicants/candidates for positions are considered without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or disability. GEARS is an equal opportunity employer. Applications should be returned to GEARS, 600 East High Street, Elizabethtown, PA 17022. Phone: (717) 367-0355.

ACTIVITIES CHECKLIST

Check one box for those activities which you have taken part in and with which you are familiar. Check both boxes for those activities which you have actually organized and organized/administered.

CERTIFICATIONS

CPR
 First Aid
Other _____

AQUATICS

Swimming
 Lifeguard Training
 Water Safety Instructor
 Water Exercise Class
Other _____

SPORTS

Aerobics
 Basketball
 Football
 Soccer
 Wrestling
 Baseball/Softball
 Volleyball
 Track & Field
 Tennis
 Gymnastics
 Cheerleading
 Lacrosse
 Weight Training
Other _____

GAMES

Card/Table Games
 Party Games
 "New Games"
 Low-Organized
Other _____

OUTDOOR/NATURE ACTIVITIES

Archery
 Skiing
 Camping
 Hiking
 Canoeing
 Fishing
 Hunting
 Nature Study
Other _____

ARTS & CRAFTS

Oils/Watercolors
 Pottery/Ceramics
 Metal/Wood
 Needlecraft/Weaving
 Costuming
 Crafts with Preschooler
 Crafts with School Age
 Crafts with Teens
 Crafts with Adults
 Crafts with Seniors
Other _____

MUSIC

Song Leading
 Chorus
 Band
 Music Lessons
Other _____

DRAMA

Puppets
 Pantomimes
 Plays/Skits
 Story Telling
Other _____

DANCE

Ballroom
 Country
 Square
 Modern
 Jazz
 Ballet
 Hip Hop
 Modern
Other _____

OFFICE

Typing
 Bookkeeping
 Filing
 Word Processing
 Marketing
 Grant Writing
Other _____

CLUBS

Scouts
 4H Club
 Church Groups
 Service Group
 Senior Citizen
Other _____