



EMPLOYMENT APPLICATION

Full Name (first, middle, last): _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

What position(s) are you applying for? _____

What can you start? _____ Last date you can work (if applicable)? _____

Seasonal jobs may require a minimum age. If applying for a seasonal job, what age are you? _____

Have you ever been convicted, pled guilty or pled no contest to a crime? Yes No

If yes, explain. _____

High School Name: _____ City and State: _____

Current or most recent year (circle one): freshman sophomore junior senior graduate GED

College: _____ City and State: _____

Year in school (circle one): freshman sophomore junior senior graduate GED

Major(s): _____ GPA: _____

Extracurricular activities: _____

Employment History

For seasonal applicants, please list your last two employers. Write “first job” in the employer line if this would be your first job. For full-time applicants, please list last two and attach a resume.

Employer: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Website: _____

Supervisor’s Name: _____ May we contact them? Yes No

Your position/title: _____ Start Date: _____ End Date: _____

Ending wage/salary: _____ Reason for Leaving: _____

Your responsibilities: _____

Employer: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Website: _____

Supervisor’s name: _____ May we contact them? Yes No

Your position/title: _____ start date: _____ end date: _____

Ending wage/salary: _____ Reason for Leaving: _____

Your responsibilities: _____

Military (if applicable)

Branch: _____ Rank: _____

Years of service: _____

Your responsibilities: _____

References

All applicants must list three references with knowledge of your character and work performance.

Name: _____ Title: _____

Company: _____ City: _____ State: ____ Zip Code: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Company: _____ City: _____ State: ____ Zip Code: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Company: _____ City: _____ State: ____ Zip Code: _____

Phone: _____ Email: _____

Please read and initial each paragraph, then sign and date below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

I hereby authorize the Ottawa Recreation Commission and/or its agents to conduct an investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purposes of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with the Commission.

I release the Ottawa Recreation Commission and/or its agents and any person or entity, which provides information pursuant to this authorization from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources. I expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person for which I have been employed furnishing the information requested.

Applicant's signature: _____ Date: _____