

TOWNSHIP OF MORRIS - PARKS AND RECREATION DEPARTMENT

**50 WOODLAND AVENUE, PO BOX 7603
CONVENT STATION, NEW JERSEY 07961-7603
973-326-7371 Fax 973-605-8363**

**PROGRAM EMPLOYMENT APPLICATION
SUMMER /WINTER/SPRING POSITIONS - 2010
WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, color, religion, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

PERSONAL INFORMATION

Name _____ Home Phone # _____

Address _____ City _____

Social Security#(Required) _____ Driver's License _____

E Mail _____ Cell # _____

	YES	NO
*Are you over 18 years of age?	()	()
*If 16 years of age or younger, can you provide required Working Papers?	()	()
*Have you filed any application with us before? (If yes, please give date _____)	()	()
*Have you ever been employed with us before? (If yes, please give date _____).	()	()
*Are you currently employed?	()	()
*May we contact your present employer?	()	()
*Are you prevented from lawfully being employed in this country due to Visa or Immigration Status?	()	()
*Are you currently on "lay-off" status and subject to recall?	()	()
*Have you been convicted of a felony within the last 7 years?	()	()

If YES< please explain: _____

**All new employees over 18 years of age are subject to a criminal history check.*

NOTE: ALL PERSONNEL HIRED FOR SUMMER EMPLOYMENT ARE EXPECTED TO FULFILL THE EMPLOYMENT DATES.

POSITION APPLYING FOR:

Arts & Crafts Instructor _____	Sewing Teacher _____
Basketball Instructor _____	Pre-School Teacher _____
Gymnastics Instructor _____	Sports Inst. _____
Little Theater Supervisor _____	Softball Inst. _____
Maintenance Worker _____	Sports Director _____
Playground Director _____	Tennis Inst. _____
Playground Assistant Director _____	Other _____

EDUCATION INFORMATION:

High School attended: _____

Circle year completed:	1	2	3	4
Diploma: Yes () No ()			Date received _____	

College Attended: _____

Circle year completed	1	2	3	4
Diploma Yes () No ()			Date received _____	

Please indicate any foreign language you can speak, read and /or write:

FLUENT

GOOD

FAIR

SPEAK _____
READ _____
WRITE _____

EMPLOYMENT HISTORY (List your most recent employer first) Both paid and/or volunteer positions.

Employer _____ Address _____
Phone # _____ JobTitle _____
Job Duties _____
Starting Date _____ Ending Date _____ Reason for Leaving _____

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Phone # _____ JobTitle _____
Job Duties _____
Starting Date _____ Ending Date _____ Reason for Leaving _____

Employer _____ Address _____
Phone # _____ JobTitle _____
Job Duties _____
Starting Date _____ Ending Date _____ Reason for Leaving _____

EXPERIENCE BACKGROUND

1. Circle the activities listed below in which you have participated:

Scouts	4-H	Softball	Basketball	Volleyball
Baseball	Badminton	Gymnastics	Tennis	Soccer
Arts/crafts	Choral	Glee Club	Vocal	Dance
Instrumental	Acting	Theater	Improvisation	Social Games
Table Games	Story Telling	Nature Study	Other _____	

2. Please list below any experience which you feel would aid the position for which you are applying:
(Example- working with children, baby sitting, etc.)

3. Have you ever worked with large groups of children? Yes () No ()

4. Other skills, activities, training, awards that may be relevant: _____

PRE-EMPLOYMENT INFORMATION

1. When would you be available for employment? _____

2. When would you be available for an interview? _____

3. What date would you have to terminate employment? _____

FAILURE TO FULFILL EMPLOYMENT CONTRACT (DATES OF TERMINATION) WILL BE CAUSE FOR NOT REHIRING FOR FUTURE EMPLOYMENT.

4. Would you have transportation available? Yes _____ No _____

5. **Do you have any plans that would limit your ability to work between June 21, 2010 and August 6, 2010?** (Example- family vacations, school travel, service group trips, sports camps) Yes () No ()
If yes, please explain and list dates: _____

6. Have you had a Physical Examination within the last year? Yes _____ No _____
Date _____

7. Please list below three references. DO NOT INCLUDE RELATIVES.

NAME	ADDRESS	POSITION	PHONE #
1. _____			
2. _____			
3. _____			

IN CASE OF AN EMERGENCY PLEASE NOTIFY:

Name _____ Phone # _____
Address _____
Relationship to Applicant _____

PLEASE READ AND SIGN THIS APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 that the Employee may resign at any time and the Employer may discharge Employee 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 an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Employer.

Signature _____ Date _____

FOR OFFICE USE ONLY:

EMPLOYMENT INTERVIEW INFORMATION (TO BE FILLED OUT BY PARKS & RECREATION ADMINISTRATIVE PERSONNEL).

