



**OCONTO PARKS, RECREATION & FORESTRY DEPT.
APPLICATION FOR EMPLOYMENT**

1210 Main St – Oconto, WI 54153
(920) 834-7706

Today's Date: _____

Title of Positions Applied For: _____

Second Choice: _____

Third Choice: _____

Date Available for Employment: _____

NAME (Include Middle Initial): _____ **EMAIL:** _____

ADDRESS (Include Zip Code): _____

TEMPORARY ADDRESS (Include Zip Code): _____

RES. PHONE: _____ **OTHER PHONE:** _____

BEST TIME TO CONTACT YOU: _____ **SOCIAL SECURITY #:** _____

MAY WE CONTACT YOU AT WORK? [] Yes [] No **WORK PHONE:** _____

Are you at least 18 years of age? Yes No

Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S? Yes No

Have you ever been employed by the City of Oconto? Yes No

If yes, when, in what position, and in which department? _____

Have you ever been convicted of a felony? Yes No

*Note: You are not obligated to discuss sealed or expunged records of conviction or arrest nor will such information be asked of you or considered in employment decisions. The existence of a criminal record will not automatically disqualify you from the job for which you are applying.

If yes, please explain offense and final disposition: _____

HIGHEST GRADE OR YEAR COMPLETED IN PRIMARY OR SECONDARY SCHOOL GRADUATE? Yes No

(CIRCLE ONE)

1 2 3 4 5 6 7 8 9 10 11 12

NAME AND LOCATION OF HIGH SCHOOL:

If you have not received a high school diploma, have you passed a high school equivalency or GED test? Yes No

TRAINING BEYOND HIGH SCHOOL. COLLEGE OR UNIVERSITY, NURSING, BUSINESS COLLEGE OR OTHER SCHOOLS YOU HAVE ATTENDED

CIRCLE NUMBER OF YEARS IN COLLEGE OR UNIVERSITY 1 2 3 4 5 6 7 8

College, University or School Name and Location	Dates Attended	From To	Major Field of Study	Type of Degree if Received

Describe any education or training you have had which is not covered above, such as technical college, correspondence courses, service schools, in-service training, etc., and give dates: _____

REFERENCES

List three persons who are not related to you and who would have knowledge of your qualifications for position(s) for which you are applying.

NAME	ADDRESS	PHONE	RELATIONSHIP/YRS. KNOWN
1.			
2.			
3.			

EMPLOYMENT HISTORY

List your past three WORK experiences (paid or volunteer) starting with the most recent.

1) Position Held: _____

Primary Duties: _____

Employer: _____

Address: _____

Phone: _____

Supervisor: _____

Dates of Employment: From To: _____

Starting Salary Last Salary: _____

Reason for leaving: _____

2) Position Held: _____

Primary Duties: _____

Employer: _____

Address: _____

Phone: _____

Supervisor: _____

Dates of Employment: From To: _____

Starting Salary Last Salary: _____

Reason for leaving: _____

3) Position Held: _____

Primary Duties: _____

Employer: _____

Address: _____

Phone: _____

Supervisor: _____

Dates of Employment: From To: _____

Starting Salary Last Salary: _____

Reason for leaving: _____

May we contact your present employer? Yes No

May we contact your past employer(s)? Yes No

List any other relevant job experiences or qualifications:

Do you have a valid Driver's License? Yes No

Do you have a valid Commercial Drivers License? Yes No

Driver's License #: _____

Type: _____

TRAINING AND EXPERIENCE

Place a "3" in front of those you can teach and/or officiate.
Place a "2" in front of the activities in which you have organized and directed or supervised.
Place a "1" in front of those activities in which you have taken part.

RECREATION ACTIVITIES

- Aerobics/Fitness
- Arts & Crafts
- Baseball
- Basketball
- Camping
- Disc Golf
- Football
- Golf
- Gymnastics
- Hockey
- Ice Skating
- Leagues/Tournaments
- Low Organized Games
- Playground Program
- Soccer
- Softball
- Tennis
- Tae Kwon Do/Karate
- Volleyball
- Special Events
- Other _____

DANCING

- Ballet
- Jazz
- Tap
- Pom Pon/Hip Hop
- Ballroom

PARK MAINTENANCE & FORESTRY & HARBOR

Place a "T" where you have training and an "E" where you have experience in the following

- Operating a lawn mower
- Operating a weed eater
- Tractors
- Operating a chain saw
- Driving a stick shift
- Driving a truck larger than a pickup
- Turf
- Tree maintenance
- Athletic field maintenance
- Planting Flowers / Trees / Shrubs
- Pruning Trees or shrubs
- Reading Plans
- Painting
- Fertilizer/Chemicals
- Janitorial
- Other _____

AQUATICS

Place a "T" where you have training and an "E" where you have experience in the following

- Swimming
- Lifeguarding
- Teaching Swim Lessons
- Pool chemicals
- Pool maintenance
- Other _____

Certifications: Please list any other certifications and/or qualifications you possess that are not previously listed in this application:

IMPORTANT: Applications will be kept active through the current employment season. Seasons are identified as Spring/Summer and Fall/Winter.

I Certify that all statements on my application materials are true to the best of my knowledge. I understand that misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand and agree that if employed, the employment will be "at will". That is, either I or the City may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by the City does not imply employment and that this application and/or any other City documents are not contracts of employment.

Signature of Applicant

Date