



**CITY OF SACO**

**APPLICATION FOR EMPLOYMENT: SACO PARKS AND RECREATION DEPARTMENT**

**POSITION APPLYING FOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERSONAL INFORMATION**

*Please answer each question clearly and completely. All statements made are subject to investigation and verification. Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?

\_\_\_ Yes \_\_\_ No

Are you at least 16 years or older? (If no, candidates ages 14 or 15 will be required to provide a workers permit as a condition of employment if offered a position).

\_\_\_ Yes \_\_\_ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?

\_\_\_ Yes \_\_\_ No

**REFERRAL SOURCE**

How did you hear about us? *Please circle one*

Walk In     Advertisement     Referral     P&R Website     Other: \_\_\_\_\_

Have you ever worked for the city before? \_\_\_ Yes \_\_\_ No Explain: \_\_\_\_\_

Please provide the name and relationship of any present City of Saco employee who is related to you:

\_\_\_\_\_

On what date would you be available to start working? \_\_\_\_\_

Are you currently employed?

\_\_\_ Yes \_\_\_ No

May we contact your present employer?

\_\_\_ Yes \_\_\_ No

<b>EDUCATION</b>	<b>Name of School</b>	<b>Graduation Year (or Anticipated Year)</b>	<b>Degree Received</b>	<b>Subjects Studied/Major</b>
High School				
College or University				
Trade, Business or Correspondence School				

**SKILLS AND INTERESTS**

**Describe your skills and talents which will make you a valuable Parks and Recreation employee: \_\_\_**

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**What experiences, either personal, professional or school-related, have prepared you specifically for this position? \_\_\_**

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**Please check areas of interest, hobbies, sports, and activities you are involved with:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Big Brothers, Big Sisters | <input type="checkbox"/> Social/Political Activism  | <input type="checkbox"/> National Honor Society              | <input type="checkbox"/> Biking: Mountain or Road         |
| <input type="checkbox"/> Boy Scouts Girl Scouts    | <input type="checkbox"/> Student Council/Government | <input type="checkbox"/> Community Service INTERACT/KEY Club | <input type="checkbox"/> Cross Country Skiing/Snowshoeing |
| <input type="checkbox"/> Hunting/Fishing           | <input type="checkbox"/> Computers/Programming      | <input type="checkbox"/> Band                                | <input type="checkbox"/> Surfing/Water Skiing             |
| <input type="checkbox"/> Drawing/Painting          | <input type="checkbox"/> Photography                | <input type="checkbox"/> Choir/Singing                       | <input type="checkbox"/> Skiing/Snowboarding              |
| <input type="checkbox"/> Cooking/Baking            | <input type="checkbox"/> Media/Film                 | <input type="checkbox"/> Musical Instrument                  | <input type="checkbox"/> Hiking/Camping                   |
| <input type="checkbox"/> Church Groups             | <input type="checkbox"/> Basketball                 | <input type="checkbox"/> Drama Club                          | <input type="checkbox"/> Farming/Gardening                |
| <input type="checkbox"/> Fall Soccer               | <input type="checkbox"/> Competition Cheering       | <input type="checkbox"/> Performing Arts                     | <input type="checkbox"/> Anime/Comic Books                |
| <input type="checkbox"/> Football                  | <input type="checkbox"/> Spring Soccer              | <input type="checkbox"/> Foreign Language                    | <input type="checkbox"/> Woodworking                      |
| <input type="checkbox"/> Cheerleading              | <input type="checkbox"/> Baseball/Softball          | <input type="checkbox"/> Gymnastics                          | <input type="checkbox"/> Babysitting                      |
| <input type="checkbox"/> Field Hockey              | <input type="checkbox"/> Lacrosse                   | <input type="checkbox"/> Dance                               | <input type="checkbox"/> Sewing/Crafts                    |
| <input type="checkbox"/> Volleyball                | <input type="checkbox"/> Track & Field              | <input type="checkbox"/> Martial Arts                        | <input type="checkbox"/> Bird Watching                    |
| <input type="checkbox"/> Swim Team                 | <input type="checkbox"/> Golf                       | <input type="checkbox"/> Volunteering                        | <input type="checkbox"/> Motor Sports                     |
| <input type="checkbox"/> Cross Country             | <input type="checkbox"/> Tennis                     | <input type="checkbox"/> Reading                             | <input type="checkbox"/> Other: _____                     |

What career field(s) are you interested in? \_\_\_\_\_

Please list any courses, training or certifications you have completed that pertain to your desired position with Saco Parks and Recreation: \_\_\_\_\_

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Please include any military experience in this section. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

The City of Saco is an equal opportunity employer. The City of Saco does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Saco to hire me.

I attest with my signature below that I have given to City of Saco true and complete information on this application. No requested information has been concealed. I authorize City of Saco to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**