APPLICATION FOR EMPLOYMENT

Date: _____

Application must be filled out in its entirety for acceptance.

(PLEASE PRINT)

Consult job description for qualifications before applying. Copies of all certifications (e.g. LGT, WSI, SFA, AED, CPR, etc.) must be attached or application will <u>not</u> be accepted.

Lifeguard _____   WSI _____   Pool/Lake Manager _____

Seasonal Park Maintainer I, II _____   Seasonal Park Maintainer III _____   Seasonal Park Ambassador/Boat Ramp _____

Admissions Monitor _____   SFD Counselor _____   Seasonal Gardener_____

How Did You Learn About Us?

☐ Advertisement   ☐ Employment Agency   ☐ Friend   ☐ Relative   ☐ Walk-In   Other_____

PERSONAL INFORMATION

Name_____
　　　Last　　　　　　　　　　First　　　　　　　　　　Middle

Present Address_____
　　　　　Street　　　　　City　　　　　State　　　　　Zip

Permanent Address_____
　　　　　Street　　　　　　City　　　　　State　　　　　Zip

Phone No._____   Are you 16 years or older?   Yes ☐ No ☐

Email Address_____

Are you either a U.S. Citizen or authorized to work in the United States? Yes ☐ No ☐

EMPLOYMENT DESIRED

Position_____Date you can start_____/____/_____ Salary Desired _____

Have you ever worked for the Town? Where_____   When_____

Can you perform the essential functions for this position with or without reasonable accommodation?_____

Do you have friends or relatives working here?_____   If yes, list name and relationship to you_____

Education	Name and Location of School	No. of years attended	Did you Graduate?	Subjects studied
High School or GED				
College				
Graduate, Trade, Business or Correspondence School				

FORMER EMPLOYERS (LIST EMPLOYERS, STARTING WITH THE MOST CURRENT)

Month and Year	Name and Address of Employer	Salary	Position	Reason for leaving
From_____				
To				
From_____				
To				
From_____				
To				

Additional Information

Other Qualifications: List special job-related skills, certifications, and qualifications you possess

References: Give the names of three business references not related to you, whom you have known at least one year.

	Name	Address	Phone	Business	Years Acquainted
1.					
2.					
3.					

In case of emergency, notify _____

                                     Name   Address   Phone No.

EMPLOYEE CERTIFICATIONS AND AGREEMENTS

I authorize representatives of the Town of Monroe to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background. I authorize my previous employers, references, and persons with knowledge of my work history and background to provide pertinent information to the Town and hereby release all such persons and waive any and all claims, demands or causes of action whatsoever, in connection with the request for the release of such information.

I certify that the information or falsifications will be reason for withdrawal of a job offer or termination of employment whenever the omission or falsehood is discovered. I authorize any investigation into the statements I have made in this application as necessary to arrive at an employment decision.

All employees of the Town of Monroe have the right to resign from their jobs at any time, for any reason or for no reason at all, with or without advance notice. The Town retains the same right with respect to termination of any employee's employment. No manager, supervisor or other individual of the Town of Monroe has authority to make a commitment of guaranteed or continuing employment to you, and no document or publication of the Town should be interpreted to make such a guarantee. Nothing stated by the Town of Monroe, in writing or orally, during the interview and/or hiring process is to be construed as creating a contract between the applicant and the Town of Monroe.

I have read, understand and agree to the foregoing.

I recognize and acknowledge that the Town of Monroe is fully committed to a work place free from illegal drugs. In this regard, I expressly consent to a pre-employment drug test, the results of which will be considered by the Town in its decision to hire me.

_____   _____

        Signature of Applicant   Date