**Canby Recreation – City of Canby**

**110 Oscar Avenue North**

**Canby, MN 56220**

**(507) 223-7295**

Application for Employment

Please type or print clearly in ink.

Date: Click here to enter a date.

Name (last, first, middle): Click here to enter text.

Address: Click here to enter text.

Phone Number: Home: Click here to enter text. Cell: Click here to enter text.

Email Address: Click here to enter text.

Social Security Number: Click here to enter text.

Driver’s License Number: Click here to enter text.

Are you legally eligible for employment in the USA? Yes [ ]  No [ ]

Are you of legal age to work? Yes [ ]  No [ ]

Position(s) Applying For: [ ]  Recreation Director [ ]  Pool Manager

[ ]  Water Safety Instructor [ ]  Lifeguard (full-time) [ ]  Lifeguard (part-time)

[ ]  Summer Rec Position – Please list activities you are able to direct. Click here to enter text.

[ ]  Other: Click here to enter text.

Were you previously employed by Canby Rec? Yes [ ]  No [ ]  If yes, when? Click here to enter text.

If you are hired, what date will you be available for work? Click here to enter a date.

Please list any experiences, skills, or qualifications which would be of special benefit in the job for which you are applying. If you are applying for a pool job, please list your certifications and their date of expiration. Click here to enter text.

Have you ever been convicted of a crime? Yes [ ]  No [ ]

During the past five years, have you served a sentence in jail or prison or been convicted of a misdemeanor, gross misdemeanor, or felony for which a jail sentence could have been imposed? Yes [ ]  No [ ]

**Relevant Volunteer and Paid Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Volunteer Activity and Location** | **Your Title/Duties** | **Start & End Dates****(Mo/Yr)** | **Supervisor** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

You are advised that the information requested on this form will be used for the purpose of determining job qualifications, salary rates within range, and for summer data purposes and may constitute a public record (pursuant to Minnesota Statute 15.165). List a complete account of your work experience, giving your present or most recent experience first. Be complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer & Address** | **Start & End Dates****(Mo/Yr)** | **Your Title/Duties** | **Reason for Leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Supervisor:**Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer & Address** | **Start & End Dates****(Mo/Yr)** | **Your Title/Duties** | **Reason for Leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Supervisor:**Click here to enter text. |  |  |  |

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| --- | --- | --- | --- |
| **Employer & Address** | **Start & End Dates****(Mo/Yr)** | **Your Title/Duties** | **Reason for Leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Supervisor:**Click here to enter text. |  |  |  |

**References**

Please list three references. These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. Canby Recreation reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Telephone Number** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Please Read and Sign Below**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason. You are hereby authorized to make any investigation of my personal history through any investigative way of your choice.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

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Date Signature of Applicant