

# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer



**GREENFIELD**  
PARKS &  
RECREATION

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## PERSONAL INFORMATION

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

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Telephone Number(s) \_\_\_\_\_ Email \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_  
*Proof of citizenship or immigration status will be required upon employment.*

Are you 18 years or older? \_\_\_\_\_ If no, please provide your D.O.B for Youth Employment System? \_\_\_\_/\_\_\_\_/\_\_\_\_

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## EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ If yes, give date \_\_\_\_\_

Referred by \_\_\_\_\_

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## EDUCATION

	Name and Location of School	Course of Study	Years Completed	Did you Graduate?
Grammar School	_____	_____	____	____
High School	_____	_____	____	____
College	_____	_____	____	____
Other	_____	_____	____	____

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## General Information

Describe any specialized training, apprenticeship or skills: \_\_\_\_\_

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Extra-curricular activities (civic, athletic, etc.) \_\_\_\_\_  
*You may exclude affiliations, which would reveal gender, race, religion, national origin, age or disability*

U. S. Military/Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ Present membership in National Guard or Reserves \_\_\_\_\_

(continued on other side)

**EMPLOYMENT EXPERINCE** (List your last three employers starting with your present or last job)

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**REFERENCES** (Give the names of three persons not related to you whom you have known at least one year)

1. Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_
2. Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_
3. Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

“I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application will be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company’s rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company’s option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.”

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

**DO NOT WRITE BELOW THIS LINE**

Interview by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Hired \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Date of Employment \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_