



925 W. Grand River Ave., Howell, MI 48843 ♦ 517/546-0693 ♦ www.howellrecreation.org

APPLICATION FOR SEASONAL/PART-TIME EMPLOYMENT

Name _____

Address _____

City/State/Zip Code _____

Home Phone (_____) _____ Cell Phone (_____) _____

E-mail _____

Are you legally eligible for employment in the United States? Yes No (*subject to verification*)

Are you of legal age to work? Yes No (*if you are under 18, you will be required to obtain a work permit*)

Salary Desired: \$_____ When would you be available to begin work? _____

POSITIONS APPLYING FOR:

- Building Supervisor (must be 18)
- Sports Site Supervisor (must be 18)
- Official/Referee – Youth Sports: _____
- Official/Referee – Adult Sports: _____
- Scorekeeper
- Park Guard/Boat Launch Guard/Concession Stand
- Summer Day Camp Counselor
- Administration/Secretarial
- Other (Please specify) _____

RECORD OF EDUCATION/TRAINING

High School Diploma or GED equivalent? Yes No

School Attended _____

College _____

Degree Obtained or Course of Study _____

Please indicate any other education/training you have received or skills, experiences or other qualifications that might be beneficial for the position for which you are applying. (Do not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.)

PERSONAL REFERENCES (Not former employers or relatives)

- 1. Name & City _____ Phone (____) _____
- 2. Name & City _____ Phone (____) _____
- 3. Name & City _____ Phone (____) _____

EMPLOYMENT HISTORY (please list all employers beginning with the most recent. Attach additional sheets if necessary.)

Employer #1

Dates of Employment: From _____ To: _____

Company Name _____

Position Held _____

Supervisor _____

Briefly describe work you performed _____

May this employer be contacted for a reference? Yes No Phone (____) _____

Employer #2

Dates of Employment: From _____ To: _____

Company Name _____

Position Held _____

Supervisor _____

Briefly describe work you performed _____

May this employer be contacted for a reference? Yes No Phone (____) _____

WAIVER & RELEASE – PLEASE READ & SIGN BELOW

By signing this application, I hereby represent that the facts set forth in my application for employment are true and complete. I understand that if I am 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 Howell Area Parks & Recreation Authority in any way if the Authority decides to employ me. I understand and agree that any employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

In making this application for employment, I authorize the Howell Area Parks & Recreation Authority to conduct a background investigation whereby information regarding my character, general reputation, personal characteristics, mode of living, driving record, credit history, education, and employment history is obtained. Further, I authorize the Authority to contact the employers listed in my application and to conduct personal interviews with my neighbors, friends and others with whom I am acquainted. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information regarding the nature and scope of any such investigative report that is made. I further understand that if I am considered favorably for employment, I will be required to undergo, at the Authority’s expense, a physical examination that will include drug screening. I acknowledge receipt of a copy of the above statement concerning the investigative consumer reports and hereby authorize all former employers and educational institutions which I have attended or named in my application to release to the Howell Area Parks & Recreation Authority, my records, reason for leaving, performance and disciplinary information. In doing so, I release the Howell Area Parks & Recreation Authority from any and all liability for damages of whatever kind.

Signature of Applicant

Date

The Howell Area Parks & Recreation Authority is an equal opportunity employer and considers all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.