



Application for Employment

Lititz recCenter is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including but not limited to race, ancestry, color, religious creed, age, gender, national origin, disability, and will make reasonable accommodations for disabilities during application and employment.

It is important to complete each part of this application.

Personal Information

Date of Application: _____

Name _____
Last First Middle

Address _____

City, State, Zip _____ County _____

Phone Number _____ Alternate Phone Number _____

Are you under 17 years of age? Yes No

Are you a U.S. Citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States? Yes No

State name and relationship of any relatives, including spouse, already employment by Lititz recCenter.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Referred to the Lititz recCenter for employment by: _____

Employment Desired

Please list positions and shifts desired, in order of preference.

Position Desired

Shift Desired

- 1. _____ Day ___ Evening ___ Weekend
- 2. _____ Day ___ Evening ___ Weekend
- 3. _____ Day ___ Evening ___ Weekend

Professional Registrations/ Certifications (Lifeguard, CPR, First Aid, etc.)

Certificate Type/Number

Certifying Body

Valid Dates of Certification

- 1. _____
- 2. _____

Memberships in Professional associations?

- 1. _____
- 2. _____

Are you employed now? Yes No

If so, may we contact your present employer? Yes No

Have you ever applied to or been employed by the LrC before? Yes No

If so, when did you apply? _____

If so, provide dates of previous LrC employment: _____

References

List three references below. The references must be familiar with your professional skills or work abilities. Include: Name of reference, complete mailing address, phone number, occupation, and relationship to you.

- 1. _____

- 2. _____

- 3. _____

Have you ever had any job-related training in the US Military? Yes No

If yes, please describe: _____

Have you ever been convicted of a crime other than a summary offense? Yes No

If yes, give dates and describe convictions: _____

A conviction will not necessarily eliminate you from consideration for employment. The nature of the crime, date of conviction and type of job for which you are applying will be considered in evaluating your application.

Employment Experience

Start with your present or most recent job. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach a copy of your resume, if available.

Employer		Length of Service (Mo/Year)		<u>Work Performed</u>	
Address		From			
Phone No.		To			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving		Starting	Final		

Employer		Length of Service (Mo/Year)		<u>Work Performed</u>	
Address		From			
Phone No.		To			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving		Starting	Final		

Employer		Length of Service (Mo/Year)		<u>Work Performed</u>	
Address		From			
Phone No.		To			
Job Title	Supervisor	Hourly Rate/Salary			
Reason for Leaving		Starting	Final		

<u>Education</u>	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Awarded			
Describe Course of Study			

Describe any specialized training, apprenticeship or skills you may have.

1. _____
2. _____
3. _____

Do you have any certificates or licenses for these skills ?



I have no history of any conviction for violent crime(s) and was never dismissed from employment due to abuse of clients.

Signature: _____ Date: _____

The facts set forth in my application for employment are true and complete. I understand that false statements on this application may be considered cause for rejection of this application or for termination of employment. I hereby authorize Lititz recCenter to conduct work history and reference of police record inquiries as it deems appropriate.* I release from all liabilities or responsibility all persons or companies supplying such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Lititz recCenter and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding upon the Lititz recCenter unless made in writing.

Following a conditional job offer from the Lititz recCenter, I understand that I may be required to undergo a pre-employment physical examination and I further understand that my employment may be contingent upon the results of the examination. I understand that, if offered employment with the Lititz recCenter, I will be required to submit requests for Criminal Record, Child Abuse, and FBI clearances to the appropriate State agencies. I understand that my employment may be contingent upon the results of these clearance requests. I understand that, if employed, it will be on an "at will" basis and no particular length or duration of employment is guaranteed.

*I understand that I may make a written request, within a reasonable period of time, for complete disclosure of additional information concerning the nature and scope of the investigation.

Signature: _____ Date: _____