

Please Return To:



City of Newark
 Parks & Recreation Dept
 220 South Main St
 Newark, DE 19711



APPLICATION FOR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Newark to provide equality of opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, marital status, physical or mental disability, sex, or age (except when sex or age is bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations.

This policy applies to all phases of full, part-time, temporary, and seasonal employment.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Newark. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying.

Please print in ink.

Title of position(s) applied for:	
1. _____	3. _____
2. _____	4. _____

PERSONAL INFORMATION

Last Name		First Name		Middle Initial	Social Security #	
Address			City	State	Zip Code	
Home Telephone Number () ()		Cell Phone Number () ()		Work Telephone Number () ()		
Birthdate: <u>Police Officer Applicants Only</u>				E-Mail Address		
Have you ever been convicted as an adult for a criminal violation? Yes <input type="checkbox"/> No <input type="checkbox"/>					Drivers Lic. No./State	
If yes, Date and Place		Nature of Offense			Disposition	
PERSONNEL USE ONLY		Date Received		By		

NAME

EMPLOYMENT EXPERIENCE

Please list employers beginning with your present or most recent employer. Please be complete. You may also submit a personal resume along with this application.

1. Employer		Dates	
		From	To
Address			
Telephone ()	Reason for Leaving		Wage Rate
			Start Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Job Title	Duties Performed		
2. Employer		Dates	
		From	To
Address			
Telephone ()	Reason for Leaving		Wage Rate
			Start Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Job Title	Duties Performed		
3. Employer		Dates	
		From	To
Address			
Telephone ()	Reason for Leaving		Wage Rate
			Start Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Job Title	Duties Performed		
4. Employer		Dates	
		From	To
Address			
Telephone ()	Reason for Leaving		Wage Rate
			Start Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Job Title	Duties Performed		

EDUCATIONAL INFORMATION

Circle Highest Grade Completed	1	2	3	4	5	6	7	8	9	10	11	12	Have you passed the GED Test?
													Yes <input type="checkbox"/> No <input type="checkbox"/>

	1	2	3	4	1	2	M.A.	PHD
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School	Name and Mailing Address of School	Dates Attended From/To	Credits Earned Degree or Major
High School			
College/ University			
Graduate			
Technical			
Other			

List any Special Courses, Seminars, Workshops, Licenses, Certificates related to this position.

List any Personal Skills related to this position.

Typing Speed – W.P.M.	Shorthand Speed – W.P.M.
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Military Service:	Branch	Rank-Grade
From	To	

APPLICATION SUPPLEMENT
Newark Parks & Recreation

DATE: _____
 NAME: _____ TELEPHONE: DAY _____ NIGHT _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

*** CURRENT EDUCATION LEVEL:**

If High School student (circle one): Freshman Sophomore Junior Senior

If College student (circle one): Freshman Sophomore Junior Senior

Your Major _____

Other (explain): _____

*** For the following list of activities, place a check for those you have been a PARTICIPANT in and/or have TAUGHT.**

<u>ACTIVITY</u>	<u>PARTICIPANT</u>	<u>TAUGHT</u>	<u>ACTIVITY</u>	<u>PARTICIPANT</u>	<u>TAUGHT</u>
Art	_____	_____	Lifeguard	_____	_____
Ballet	_____	_____	Music	_____	_____
Baseball	_____	_____	Nature	_____	_____
Basketball	_____	_____	Painting	_____	_____
Baton Twirling	_____	_____	Photography	_____	_____
Camping	_____	_____	Pottery	_____	_____
Ceramics	_____	_____	Scouting	_____	_____
Cheerleading	_____	_____	Self-Defense	_____	_____
Children's Games	_____	_____	Singing	_____	_____
Cooking	_____	_____	Soccer	_____	_____
Crafts	_____	_____	Softball	_____	_____
Dance	_____	_____	Storytelling	_____	_____
Exercise/Fitness	_____	_____	Swimming	_____	_____
Golf	_____	_____	Tennis	_____	_____
Gymnastics	_____	_____	Theater/Acting	_____	_____
Lacrosse	_____	_____			

What other activities have you organized or directed? Volunteer or Paid Services?

*** In what capacity have you served in connection with the following:**

Community Special Events _____

Sports Umpiring/Officiating _____

Service Club, Fraternity or Sorority _____

*** List your favorite hobbies:** _____

