

**APPLICATION FOR EMPLOYMENT**



Eastern York Area Recreation Commission  
113 Walnut Valley Court  
Wrightsville, PA 17368  
(717) 246-8155  
[eyarc@comcast.net](mailto:eyarc@comcast.net)  
[www.eyarc.org](http://www.eyarc.org)

Mission Statement

*The Eastern York Area Recreation Commission exists to offer a wide variety of recreational and educational opportunities and services to the citizens of Eastern York County. Programs are designed to promote the physical, intellectual or emotional well being of the participant thereby contributing to quality of life.*

The Eastern York Area Recreation Commission will is an Equal Opportunity Employer and will not discriminate because of race, color, sex age, veteran status, marital status, sexual preference, national origin, religion, disability, as well as any other characteristic protected by law. No question on this application is intended to secure information to be used for such discrimination.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ (see list below)

- |                            |                                |                           |
|----------------------------|--------------------------------|---------------------------|
| Recreation Director        | Business Manager               | Recreation Assistant      |
| Administrative Assistant   | School Age Child Care Director | School Age Child Care AGS |
| School Age Child Care Aide | Preschool Director/Teacher     | Preschool Aide            |
| Summer Camp Counselor      |                                |                           |

Do you wish to work \_\_\_ FT \_\_\_ PT? Hours Available? \_\_\_\_\_ Salary expected: \_\_\_\_\_

Date you can begin work: \_\_\_\_\_ How were you referred to EYARC? \_\_\_\_\_

Have you worked here before? \_\_\_ Yes \_\_\_ No If yes, When: \_\_\_\_\_ Position? \_\_\_\_\_

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or delayed by a court? If yes, describe in full: \_\_\_\_\_

**Education or Training Experience** (including Military Service):

Highest grade or degree in school: \_\_\_\_\_ Course of study: \_\_\_\_\_

School: \_\_\_\_\_ Address: \_\_\_\_\_

Special Training: \_\_\_\_\_

Where Received: \_\_\_\_\_

Other Special Skills: \_\_\_\_\_

Certifications/Clearances: \_\_\_\_\_

Describe how you feel your education/experience will contribute to the position for which you are applying:

\_\_\_\_\_

**Previous Employers** (most recent first) Please give accurate, complete full-time and part-time employment.

Company Name: _____	Address: _____	
Position Held: _____	Dates Worked: From _____ To _____	
Duties/Responsibilities: _____ _____		
Supervisor: _____	May we Contact your Supervisor? _____	
If No, reason: _____		
Phone: _____	Salary when you left: _____	Number of hours worked: _____
Reason for leaving: _____		

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Reason for leaving: _____		

**References** (2 professional, 1 personal):

Name	Address	Zip	Phone	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that the above information is correct and that any misrepresentation or omission on this application will be cause for cancellation of the application or discharge from the Commission's employ, if I have been hired.

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

**FOR OFFICE USE ONLY**

References contacted:

\_\_\_\_\_ Date \_\_\_\_\_ Contacted by \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ Contacted by \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ Contacted by \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offer extended by \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Starting Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Salary \_\_\_\_\_