

CITY OF NEW BERLIN PARKS, RECREATION & FORESTRY DEPARTMENT  
**Recreation - APPLICATION FOR EMPLOYMENT**

TELEPHONE: (262) -797-2443 • FAX NUMBER: (262) 797-2460  
Office Hours: 8:00 – 4:30 p.m. • www.newberlin.org



\_\_\_\_\_  
(Position Applying for)

\_\_\_\_\_  
(Date)

RETURN APPLICATION TO: New Berlin Parks, Recreation & Forestry Department  
3805 S. Casper Drive, New Berlin, WI 53151

NAME: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
(First) (Middle)(Last)

PERMANENT HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME TELEPHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Are you over 18 years of age? Yes  No  If under 18 years of age, Date of Birth: \_\_\_\_\_

HIGH SCHOOL ATTENDED: \_\_\_\_\_

COLLEGE/TRADE SCHOOL ATTENDED: \_\_\_\_\_ (Major) \_\_\_\_\_ (Graduation Date) \_\_\_\_\_

EMPLOYMENT RECORD: (Include U.S. Military Service) (Type of Work) (Dates)  
Current  
Employer: \_\_\_\_\_  
Previous  
Employer: \_\_\_\_\_

Have you ever worked for the City of New Berlin? Yes  No  If Yes, What Dept. \_\_\_\_\_

PERSONAL REFERENCES: (Other than relatives or past employers)  
(Name) (Phone) (Address) (Occupation)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever been convicted of a violation of the law? (excluding minor traffic offenses) Explain: \_\_\_\_\_

I hereby declare all of the application (and experience papers/resume, if any) to be accurate and complete. I am aware that, should investigation disclose such misrepresentations and falsifications, my application will be rejected or, if employed, I will be subject to dismissal. I authorize you to contact my past employers and references and investigate my employment history or other related matters as may be necessary at arriving at an employment decision, and do hereby release the individuals from all liability for any damages whatsoever incurred in furnishing such information.

I do hereby freely and voluntarily agree to submit to a urinalysis (drug screening) as part of my application for employment. I agree to release these test results to the City of New Berlin with the understanding that the results may be used to make a decision affecting my employment status. I understand that either a positive test result, failing to meet the standards established by the City, or my refusal to submit to the drug testing procedures, may disqualify me from further consideration for employment.

I have read and understand the above statements and conditions of employment.

\_\_\_\_\_  
(Signature)

*The City of New Berlin is committed to the equality of opportunity for all people. It is the policy of the City of New Berlin to provide equal employment opportunities for all individuals, on the basis of their skills, abilities and qualifications, without regard to race, color, natural origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.*

# Recreation – APPLICATION FOR EMPLOYMENT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(First) (Middle) (Last)

Check the following recreation program activities with one (1) if you have participated, two (2) if you have had training, three (3) if you have had leadership experience and four (4) if you have organized.

- |                                  |                           |
|----------------------------------|---------------------------|
| _____ Arts & Crafts              | _____ Drawing or Painting |
| _____ Aquatics                   | _____ Gymnastics          |
| _____ Baton                      | _____ Individual Sports   |
| _____ Children's or Youth Groups | _____ Nature Study        |
| _____ Dance                      | _____ Team Sports         |
|                                  | _____ Other (specify)     |

What is the purpose of public recreation? (Please relate to the specific program(s) you are applying for.)

---

---

---

List specific work experience which qualifies you for position(s) for which you are applying.

---

---

---

Why would you like this job? \_\_\_\_\_

---

---

Please suggest a convenient time for a personal interview \_\_\_\_\_

Earliest date available for employment \_\_\_\_\_

Wage requested \_\_\_\_\_

**CITY OF NEW BERLIN PARKS, RECREATION & FORESTRY DEPARTMENT  
SWIMMING - APPLICATION FOR EMPLOYMENT**



NAME: \_\_\_\_\_  
 (First) (Middle) (Last)

Have you been a lifeguard before? \_\_\_\_\_ Dates \_\_\_\_\_

Where? \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ (Business Address)

Have you taught swimming? \_\_\_\_\_ Dates \_\_\_\_\_

Where? \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ (Business Address)

Have you taught parent/child classes? \_\_\_\_\_ Where? \_\_\_\_\_

Have you taught lifeguarding? \_\_\_\_\_ Where? \_\_\_\_\_

Were you a member of a swim team? \_\_\_\_\_ Where? \_\_\_\_\_

| <u>Certifications</u>   | Check | Passed Where | Instructor | Date |
|-------------------------|-------|--------------|------------|------|
| Community CPR           |       |              |            |      |
| CPR Pro                 |       |              |            |      |
| First Aid               |       |              |            |      |
| Lifeguard Training      |       |              |            |      |
| Water Safety Instructor |       |              |            |      |

List any other specific work experience or background which qualifies you for a position(s) for which you are applying.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why would you like this job? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggest a convenient time for a personal interview \_\_\_\_\_

Date school closes for summer vacation \_\_\_\_\_

Wage Requested \_\_\_\_\_