



1105 Canterbury Dr.  
Hays KS 67601  
785-623-2650  
www.haysrec.org

### Application for Employment

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

Position(s) applying for \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

What date are you available to start working? \_\_\_\_\_

#### PERSONAL

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Are you legally eligible for employment in the USA? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you over 16 years of age? \_\_\_\_\_

#### Employment Experience

Start with your present or last job. Include military service assignments. Include volunteer activities if you believe they help qualify you for the position for which you are applying.

Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Work Performed \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Work Performed \_\_\_\_\_

## Employment Experience, cont.

Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Work Performed \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Work Performed \_\_\_\_\_

## Education

School Attended \_\_\_\_\_

City, State \_\_\_\_\_

Number of years completed \_\_\_\_\_ Did you Graduate \_\_\_\_\_

Course of Study \_\_\_\_\_ Degree or Diploma \_\_\_\_\_

School Attended \_\_\_\_\_

City, State \_\_\_\_\_

Number of years completed \_\_\_\_\_ Did you Graduate \_\_\_\_\_

Course of Study \_\_\_\_\_ Degree or Diploma \_\_\_\_\_

School Attended \_\_\_\_\_

City, State \_\_\_\_\_

Number of years completed \_\_\_\_\_ Did you Graduate \_\_\_\_\_

Course of Study \_\_\_\_\_ Degree or Diploma \_\_\_\_\_

## Education, cont.

School Attended \_\_\_\_\_

City, State \_\_\_\_\_

Number of years completed \_\_\_\_\_ Did you Graduate \_\_\_\_\_

Course of Study \_\_\_\_\_ Degree or Diploma \_\_\_\_\_

Other specialized training or skills \_\_\_\_\_

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## First Aid & CPR Training

Do you have a current First Aid card? Yes \_\_\_\_\_ No \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a current CPR card? Yes \_\_\_\_\_ No \_\_\_\_\_ Expires \_\_\_\_\_

## References

Please list three references who are not related to you.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

## Consent/Release

The Hays Recreation Commission does background checks on all individuals who are employed by and/or volunteer for the HRC. This includes but is not limited to: Criminal background records/information, Criminal background checks, Driver's license check, First aid experience & Address checks.

Applicant's Name (please print) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_

I authorize and give consent for the Hays Recreation Commission, to obtain information regarding myself. I authorize this information to be obtained either in writing or via telephone in connection with my application. I also understand that any false information submitted on this application will terminate my eligibility for employment.

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





# Activities Check List

✓ Check those activities you have participated in enough to be familiar with them. ✓✓ Check twice those activities in which you have actually organized and directed. Add any recreational activities not listed.

<b>Aquatics</b> ✓✓	<b>Crafts</b> ✓✓	<b>Dramatic Activities</b> ✓✓
Life Saving	Basketry	Dramatics/Theater
Swimming	Ceramics	Story Telling
	Clay/Pottery	
<b>Athletics</b> ✓✓	Crepe/Construction Paper	
Baseball/Softball	Knitting	
Basketball	Crocheting	<b>Social</b> ✓✓
Football	Leather Work	Active Games
Hockey	Metal Work	Circle Games
Soccer	Model Building	Grand Marches
Track	Painting	Party Games
Volleyball	Whittling	Quiet Games
	Woodcarving	Relays
<b>Character Building</b> ✓✓	Woodworking	Singing Games
Boy Scouts/Girl Scouts	<b>Gym Activities</b> ✓✓	Tag Games
4-H	Apparatus	Cards
Sunday School	Pyramids	Board Games
Other Groups	Rope Skipping	<b>Sports</b> ✓✓
	Tumbling/Gymnastics	Archery
	<b>Music</b> ✓✓	Table Tennis
<b>Clubs</b> ✓✓	Band	Billiards
Athletic	Barbershop	Bowling
Craft	Community Singing	Racquetball
Dramatic	Musical Instrument	Golf
Literary	Orchestra	Horseshoes
Music	Part Singing	Tennis
Youth	Piano	Wrestling
<b>Dancing</b> ✓✓	<b>Outdoor Activities</b> ✓✓	Trap Shooting
Folk	Camping	<b>Miscellaneous</b> ✓✓
Social	Nature Study	Drive a Car
Square	Hiking	Journalist
Tap	Walking	Public Speaking
Country Swing	Bird Watching	Strength & Conditioning
<b>Hobbies</b> ✓✓		Aerobics
		Other

# If you are Applying for a Referee/Umpire/Scorekeeper Positions please complete the following.



## Referee/Umpire/Scorekeeper Experience

Please describe your referee/umpire/scorekeeping experience. Include paid and volunteer work.

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Have you refereed, umpired or kept score for HRC before? \_\_\_\_\_

What sports have you refereed/umpired in the last 3 years?

Sport	Grade/Age Level	Yrs. of Experience

Please list any sports you are registered/certified to referee/umpire:

Sport	Registered/ Certified Issued by	Number of years

What sports have you played?

Sport	Grade/Age Level	Number of years played

**Thank you for submitting your application.**  
**We will keep your application on file for 3 months.**