

# SHERIDAN RECREATION DISTRICT

P.O. Box 6308  
Sheridan, Wyoming 82801  
(307) 674-6421

## APPLICATION FOR EMPLOYMENT

PLEASE TYPE OR PRINT USING BLACK INK

Date \_\_\_\_\_ 20\_\_

Positions desired: 1. _____
2. _____

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

Address:	Street	City	State	Zip Code
Telephone Number		Social Security Number		
( ) -				

### EDUCATION AND TRAINING DATA

Circle highest grade completed: 7 8 9 10 11 12 or (GED)      College: 1 2 3 4 5 6

Name and Location of Last Elementary or High School Attended: \_\_\_\_\_

Name & Location of College, and/or Vocational Schools attended:	Dates Attended		Course of Study	Graduate?		Degree or Certificate
	From	To		Yes	No	

List any apprenticeships, internships, trade schools, and military schools, completed or not:

Name of School or Apprenticeship	Dates		Employer & Address	Type of Training	Graduate?	
	From	To			Yes	No

Please list any additional training, and/or scholastic honors, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all equipment/machines that you can operate. After each piece of equipment, list the number of years experience you have had with that piece of equipment:

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

Typing\_\_\_\_\_ (WPM)    Shorthand\_\_\_\_\_ (WPM)    Dictaphone\_\_\_\_\_  
Calculator\_\_\_\_\_    Other Skills \_\_\_\_\_

Licenses or Certificates held: \_\_\_\_\_  
\_\_\_\_\_

**MILITARY DATA**

Are you a Veteran of The Armed Forces of The United States?     Yes     No

If so, please attach a copy of your form DD 214.

Military service: From \_\_\_\_\_ To \_\_\_\_\_

**EMPLOYMENT DATA**

LIST ALL EMPLOYMENT EXPERIENCE STARTING WITH PRESENT OR MOST RECENT EMPLOYER FIRST.

**Most recent or present Employer**

Name of Employer \_\_\_\_\_ From \_\_\_/\_\_\_ To \_\_\_/\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Your Title \_\_\_\_\_

Salary/monthly or hourly \_\_\_\_\_  
Beginning    Ending

Describe in detail your duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number and kind of employees you supervised: \_\_\_\_\_

Your Supervisor \_\_\_\_\_ May we contact?     Yes     No

Reason for leaving? \_\_\_\_\_

**Next previous Employer**

Name of Employer \_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Your Title \_\_\_\_\_

Salary/monthly or hourly \_\_\_\_\_  
Beginning Ending

Describe in Detail your duties and responsibilities \_\_\_\_\_

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

Number and kind of employees you supervised: \_\_\_\_\_

\_\_\_\_\_

Your Supervisor \_\_\_\_\_ May we contact? \_\_\_Yes \_\_\_No

Reason for leaving? \_\_\_\_\_

**Next previous Employer**

Name of Employer \_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Your Title \_\_\_\_\_

Salary/monthly or hourly \_\_\_\_\_  
Beginning Ending

Describe in detail your duties and responsibilities \_\_\_\_\_

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

Number and kind of employees you supervised: \_\_\_\_\_

\_\_\_\_\_

Your Supervisor \_\_\_\_\_ May we contact? \_\_\_Yes \_\_\_No

Reason for leaving? \_\_\_\_\_

**REFERENCES**

List those that know of your abilities.

- 1. \_\_\_\_\_  
Name Occupation Address City State Phone
- 2. \_\_\_\_\_  
Name Occupation Address City State Phone
- 3. \_\_\_\_\_  
Name Occupation Address City State Phone

- |   | YES   | NO    |
|---|-------|-------|
| 1. Do you have a valid driver's License?                                    | _____ | _____ |
| 2. Do you have any relatives who work for the Sheridan Recreation District. | _____ | _____ |
| 3. If so, who? _____  | _____ | _____ |

The Facts made in my application are to the best of my knowledge, true and complete. I understand that any false statements or misrepresentations given by me on this application are sufficient cause for dismissal.

I understand that acceptance of this Application for Employment by the Sheridan Recreation District does **not** constitute a contractual obligation for employment now or at any future date.

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

**THE SHERIDAN RECREATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

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INTERVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: