



**VILLAGE OF HOWARD
Leisure Services Department**

2016-17 SEASONAL JOB INFORMATION

Please read the following information before filling out the application at the end of the packet.

GENERAL INFORMATION

- 1.) Applications must be turned in or mailed to the Village Hall at 2456 Glendale Avenue, Green Bay, WI 54313.
- 2.) Your application is an important first step in applying for a job. Since it creates a “first impression,” we suggest it be neat, clearly written (typed or printed), and complete.
- 3.) Basic requirements for any of the positions described include: High degree of cooperation, responsibility, enthusiasm, initiative, leadership, tact, courtesy, and a neat and clean appearance. You are representing the Village when dealing with the public.
- 4.) DO NOT APPLY for any position unless you have at least met the minimum qualifications.
- 5.) Final selections for jobs will be determined by your qualifications.
- 6.) Background Checks are required to be performed on all staff hired.

PLEASE KEEP THE INFORMATIONAL SHEETS, TURN IN APPLICATION ONLY.

VILLAGE MAILING ADDRESS:

Leisure Services Dept.
2456 Glendale Avenue
Green Bay, WI 54313
(920) 434-4640

ICE RINK SUPERVISOR

Responsible for opening and closing the rink, recording attendance, concession sales, and enforcing ice rink rules. Additional duties as requested.

Minimum Qualifications

Must be 16 years old. Mature, responsible, with ability to work with children and maintain order and discipline effectively. Current First Aid & CPR Certifications are desired.

Additional Qualifications

Previous experience working with children. Ability to work independently.

Job Conditions

Hours consist of: Weekdays 4 – 8 pm, Weekends 12 – 4 pm and 4 – 8 pm. Ice Rink staff hours dependent upon suitable ice rink/weather conditions. Ice Rink staff work alone at the ice rink. Starting wage is \$7.75 per hour.



Employment Application

Leisure Services Department

Application Date: ____ / ____ / ____

Position(s) Applying For:

1. _____
2. _____
3. _____

To apply for a position within the Leisure Services Department, please complete the following application; please print clearly or type, except for signatures. Completed applications can be mailed or dropped off at the Village Hall. Incomplete applications will not be considered.

Personal Information

Last Name	First Name	Middle Initial	Primary Phone Number	
Permanent Address		City	State	Zip
Temporary Address (during school year, etc.)		City	State	Zip
Email Address				
Best Way to Contact You: (List information if not listed above.)				
Dates Available for Work	How many hours per week do you prefer?		How did you hear about working for us?	

- Are you at least 18 years of age? Yes No
- Are you at least 16 years of age? Yes No
- Are you legally eligible to work in the United States? Yes No
- Have you ever been employed by the Village of Howard? Yes No
- If yes, when and in what position(s)? _____
- Have you ever been convicted of a felony*? Yes No
- If yes, please explain. _____

*Note: You are not obligated to discuss sealed or expunged records of conviction or arrest nor will such information be asked of you or considered in employment decisions. The existence of a criminal record does not automatically disqualify you from the job for which you are applying.

Training & Experience

Place a **3** in front of activities you can teach and/or officiate. Place a **2** in front of activities in which you have organized or supervised. Place a **1** in front of activities in which you have participated.

- | | | |
|---|---|---|
| <input type="checkbox"/> Arts (type: _____)
<input type="checkbox"/> Baseball
<input type="checkbox"/> Basketball | <input type="checkbox"/> Crafts
<input type="checkbox"/> Dance
<input type="checkbox"/> Disc Golf
<input type="checkbox"/> Drama
<input type="checkbox"/> Fitness (type: _____)
<input type="checkbox"/> Flag Football
<input type="checkbox"/> Golf
<input type="checkbox"/> Gymnastics
<input type="checkbox"/> Hockey
<input type="checkbox"/> Ice Skating
<input type="checkbox"/> Kickball | <input type="checkbox"/> Leagues/Tournaments
<input type="checkbox"/> Low Organized Games
<input type="checkbox"/> Outdoor Activities type: _____
<input type="checkbox"/> Playground Program/Day Camp
<input type="checkbox"/> Softball
<input type="checkbox"/> Special Events
<input type="checkbox"/> Tae Kwon Do
<input type="checkbox"/> T-Ball
<input type="checkbox"/> Tennis
<input type="checkbox"/> Other _____ |
|---|---|---|

Education & Training

	Name & Location	Dates Attended	Field of Study	Type of Degree or Certification Received
High School/GED				
College/University				
Graduate School				
Trade, Business or Correspondence				
Other Relevant Training				

Employment History

Employer	Phone Number	Dates Employed		Duties
Street Address		From	To	
City/State/Zip Code		Hourly Rate/Salary		
Immediate Supervisor/Title		From	To	
May we contact for reference?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	Reason for leaving		

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Street Address		From	To	
City/State/Zip Code		Hourly Rate/Salary		
Immediate Supervisor/Title		From	To	
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May we contact for reference?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later	Reason for leaving		

Personal References

Name	Phone Number	Relationship	Length of Relationship

I Certify that all statements on my application materials are true to the best of my knowledge. I understand that misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand and agree that if employed, the employment will be "at will". That is, either I or the Village may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by the Village does not imply employment and that this application and/or any other Village documents are not contracts of employment.

Applications will be kept active through the current employment season. Seasons are identified as Summer/Fall and Winter/Spring.

Applicant Signature

Date

**Village of Howard
Leisure Services Department
2456 Glendale Avenue
Green Bay, WI 54313**

(920) 434-4640 • Fax (920) 434-4643 • VillageOfHoward.com

Village of Howard Background Information Request

Last Name	First Name	Middle Initial	Maiden/Former Name
Street Address	City	State	Zip Code
Driver's License Number	State of Issue	Expiration	Date of Birth

Do you have any pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony? Yes No

If yes, please explain. _____

**A conviction record or pending arrest record does not constitute automatic bar to employment and will be considered only if there is a substantial relationship to the responsibilities of the particular position, or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hearing.*

I hereby certify that all statements on my application materials are true to the best of my knowledge. I understand that misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service.

I realize that during the processing of my application, my background as it relates to this job, will be investigated by the Village of Howard. I understand that any information concerning my past will be considered in evaluating me as an applicant to the Village of Howard and that all information obtained during this investigation is confidential. The people contacted will be advised that what they say will be held in confidence.

 Applicant Signature Date

 In what positions are you applying?

**Village of Howard
 Leisure Services Department
 2456 Glendale Avenue
 Green Bay, WI 54313**