



RETURN TO: Attn: _____
 Division of Recreation and Community Services
 5225 W. Vliet Street, Room 162 – Milwaukee, WI 53208

MPS ID # _____ (if available)

SOCIAL SECURITY # _____ - _____ - _____

PART-TIME SEASONAL APPLICATION

MPS Employees must live in the City of Milwaukee:

Do you currently live in the City of Milwaukee?

YES NO

Check all Positions you are Interested in Applying for:

- | | |
|---|---|
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Outdoor Educ / Environmental Educ |
| <input type="checkbox"/> Before & After School Child Care | <input type="checkbox"/> Performing / Visual Arts |
| <input type="checkbox"/> Community Centers | <input type="checkbox"/> Playgrounds |
| <input type="checkbox"/> Field Attendant | <input type="checkbox"/> Sports Official |
| <input type="checkbox"/> Instructor (Adult) | <input type="checkbox"/> Summer Recreation Enrichment Camps |
| <input type="checkbox"/> Instructor (Youth) | <input type="checkbox"/> Therapeutic Recreation |
| | <input type="checkbox"/> Youth Sports |

Are you currently a MPS employee? Yes No

If YES, what position and school / location:

INSTRUCTIONS: *Print answers in INK. Date and sign the application on the reverse side.*

Last Name		First Name		MI
Former Names Used:				
Address			City / State	Zip
Telephone (Day)	Telephone (Evening)		Cell Phone (Other)	

Are you 18 Years of age or over?

YES NO

EDUCATION AND TRAINING: *List high school attended. If you did not graduate, but have passed the GED test, indicate the date passed. The list university, college, technical, military or other training you have received in chronological order.*

NAME AND LOCATION OF INSTITUTION	DATES ATTENDED		GRADUATED?		DEGREE
	From	To	Yes	No	

MOST RECENT WORK EXPERIENCE: *(Paid or Volunteer)*

DATES OF EMPLOYMENT		POSITION HELD	PLACE OF EMPLOYMENT (NAMES, ADDRESS, PHONE OF CONTACT PERSON)
From	To		

REFERENCES: *(Other than relatives)*

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

MILWAUKEE PUBLIC SCHOOLS IS REQUIRED TO UPDATE CRIMINAL BACKGROUND RECORDS ON EACH EMPLOYEE.

YES NO Have you ever been convicted of or paid a fine for any offense or currently subject to any pending charge(s), including felonies, misdemeanors and ordinance violations? (Do not report minor traffic violations.)

If Yes, in the space below, please list the details of each offense, including the specific offense, the date of the offense, the location, and the disposition of the case (attach additional sheets, if necessary).

NOTE: Convictions and pending charges are not an automatic bar to employment, but are reviewed in relation to the job for which you applied.

CONVICTED OFFENSE and/or PENDING CHARGES:

DATE	LOCATION	CHARGE	COURT	DISPOSITION OF CASE

I certify that all statements made on this application are true, complete, accurate and not misleading to the best of my knowledge. I understand that any false or incomplete statements or misrepresentations may subject me to disqualification or dismissal. I further understand that after I am hired and during my employment, I am responsible for notifying the Director of Recreation or his/her designee of any convictions or pending charges involving criminal offenses, including felonies, misdemeanors and ordinance violations.

APPLICANT SIGNATURE _____

Date _____

NOTE: FILLING OUT THIS APPLICATION DOES NOT GUARANTEE AN ASSIGNMENT!

OVER → →

Last Name	First Name
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DAYS and TIMES AVAILABLE for WORK:

EARLIEST DATE AVAILABLE TO START _____

	DAY:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING HOURS:	_____	_____	_____	_____	_____	_____	_____	_____
AFTERNOON HOURS:	_____	_____	_____	_____	_____	_____	_____	_____
EVENING HOURS:	_____	_____	_____	_____	_____	_____	_____	_____

Yes ___ No ___ Are you related (by blood or marriage) to a current MPS Board Member or employee who is an administrator? (This includes guardianships as well as legal adoptions.) If yes, list individual name(s) & relationship. _____

Yes ___ No ___ Are you a student? School _____ Year _____ Major _____

SKILLS / ABILITIES: *Of the following activities, I have had special training, worked with and/or could teach special interest groups as checked:*

- _____ Adult Education (Subject _____)
- _____ Arts / Crafts
- _____ Cheerleading / Pom Pons
- _____ Computers (Type _____)
- _____ Creative Dramatics
- _____ Dance (Type _____)
- _____ Disabled Population
- _____ Foreign Language (Type _____)
- _____ Math
- _____ Music (Type _____)
- _____ Playground Games
- _____ Outdoor Education
- _____ Reading
- _____ OTHER Special talents not listed: _____

Which age groups do you prefer to work with?

- Pre School Elementary Middle School
 High School Adults Senior Citizens

SPORTS	Coach (✓)	Official (✓)	Other (Explain)
Baseball / T-Ball			
Basketball			
Gymnastics			
Soccer			
Softball			
Tennis			
Track			
Volleyball			

CERTIFICATIONS: *(Please check (✓) those that apply)*

- (CPR) Cardiopulmonary Resuscitation First Aid Lifeguard Training Water Safety Instruction
- Expiration Date : ___/___/___ Expiration Date : ___/___/___ Expiration Date : ___/___/___ Expiration Date : ___/___/___

↓ FOR OFFICE USE ONLY ↓

WINTER SPRING SUMMER FALL - YEAR 20_____

NEW RECREATION EMPLOYEE

Job Title _____	Job Classification (Circle one): Recreation Leader <u>I, II, III, IV, V</u>
Location & Address _____	Starting / Ending Dates _____
Rate of Pay _____ Day(s) _____	Hour(s) _____

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Location & Address _____	Starting / Ending Dates _____
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INSERVICE 1

Location _____
 Address _____
 Date _____
 Time _____

INSERVICE 2

Location _____
 Address _____
 Date _____
 Time _____

INSERVICE 3

Location _____
 Address _____
 Date _____
 Time _____

Initial / Date Received	Sent To / Date Sent	Comment(s):

