

City Of De Pere

Parks, Recreation & Forestry, and Public Works Application

For Part-Time, Temporary or Seasonal Positions



The City of De Pere does not discriminate on the basis of any class identified in Section 111.31, Wis. Stats.

Prefer to fill out an on-line application? Visit www.de-pere.org then click on JOBS

Position Applied For	Recreation Positions (pools, instructors, officials, etc.)	Maintenance & Engineering Positions
Where To Return Your Application	Community Center 600 Grant Street De Pere, WI 54115 (920) 339-4097	Municipal Service Center (MSC) 925 S. Sixth Street De Pere, WI 54115 (920) 339-4065

In order of preference, please list the titles of the positions that you are applying for:

#1 _____ #2 _____

Name _____
First Middle Last

Daytime Telephone _____ Cell Phone _____
Include Area Code Include Area Code

School Address _____
Street City State Zip

Home Address _____
Street City State Zip

E-mail address: _____

Date of Birth (if under the age of 18): _____ (The City has age minimums for certain positions.)

Do you possess a valid driver's license: ☐ Yes ☐ No

Indicate dates you are available for interviews: _____

Please describe any experience related to the position you are applying for, including certifications that you may hold.

For Lifeguard, Swimming Instructor, and Water Aerobic Positions Only

Do you have certificates for the following American Red Cross courses? If you answer yes, please attach copies of these certificates with this application. If you are currently taking the courses, please indicate the estimated dates of completion.

Lifeguard Training	_____ Yes	_____ No	Estimated Date of Completion
CPR, AED and First Aid	_____ Yes	_____ No	_____

Do you have experience in swimming instruction, guarding or management: _____ Yes _____ No

EDUCATION

Name and Location of School	Major Field	Did You Graduate? (Yes/No)	List Diploma, Degree, or Course of Study
High School:			
College/Technical School:			
College/Technical School:			

EMPLOYMENT

Please list in chronological order your employment history starting with your most recent job. You may include military assignments, volunteer activities, internships, etc. You may attach additional sheets if necessary.

Employer:	Telephone #:	
Address:	Dates Employed:	Position:
	From To	
Immediate Supervisor and number where they can be reached:	May we contact this person: _____ Yes _____ No	
Reason for leaving:	Were you involuntarily discharged: _____ Yes _____ No	
List duties and responsibilities.		

Employer:	Telephone #:	
Address:	Dates Employed:	Position:
	From To	
Immediate Supervisor and number where they can be reached:	May we contact this person: _____ Yes _____ No	
Reason for leaving:	Were you involuntarily discharged: _____ Yes _____ No	
List duties and responsibilities.		

IN CASE OF ACCIDENT OR EMERGENCY – CONTACT INFORMATION

Name _____ Telephone No: _____

APPLICANT'S STATEMENT - PLEASE READ CAREFULLY

I certify that all the information I have provided in order to apply for and secure work with the City of De Pere (City) is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to cancel further consideration of this application and may result in my discharge from the employer's service, whenever it is discovered.

I understand that consideration for employment with the City is contingent upon the results of reference and background checks. I authorize City personnel to investigate all information provided by me on my application for employment. I understand that this information will be used to evaluate my qualifications and suitability for City employment and to verify the correctness and completeness of the information provided by me.

I further understand that the reference and background checks necessitate contacting present and past employers and any listed references or other individuals, who can verify information. I authorize any party to release any information they may have about me to the City, including all of my personnel records. I understand that the people contacted will be advised that what they say will be held in confidence.

To the extent permitted by law, I hereby release from any and all liability the City, its offices, officials and all City employees and agents for acts performed in connection with evaluating my applications, background, credentials and qualifications.

I understand that the City does not unlawfully discriminate in employment and no question on this application is used for the purpose of limited or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all term of the foregoing Applicant Statement.

Date: _____ Signature: _____

Where did you hear of this position? Please specify:

- | | |
|--|---|
| <input type="checkbox"/> CareerBuilder.com | <input type="checkbox"/> Governmentjobs.com |
| <input type="checkbox"/> City of De Pere Employee | <input type="checkbox"/> Indeed.com |
| <input type="checkbox"/> City of De Pere Website | <input type="checkbox"/> Job Center/Department of Workforce Development |
| <input type="checkbox"/> League of WI Municipalities | <input type="checkbox"/> School Website |
| <input type="checkbox"/> Fox 11 Online - Job Finder | <input type="checkbox"/> Other |
| <input type="checkbox"/> Friend or Relative | |

If you selected "City of De Pere Employee" or "Other", please specify from whom, or where you heard about this opportunity.

Updated: February 2020