



**PINEDALE AQUATIC CENTER**

P.O. Box 1480  
Pinedale, WY 82941  
(307) 367-2832  
Fax (307) 367-3447

**APPLICATION FOR EMPLOYMENT**

It will be the responsibility of the applicant to complete all the necessary forms and applications for the specific position or positions for which he/she is applying. This includes this signed, completed application form and job specific questionnaire, résumé, at least three letters of recommendation, and any other specified documentation. Please remember that failure to complete this application accurately may remove you from consideration for employment or may result in termination of employment.

**PAC IS A DRUG-FREE WORKPLACE.**

*Employee testing includes pre-employment, post-accident, random, reasonable suspicion and return to duty.*

*If submitting without a position opening, you will not receive a response from PAC. We will only keep your application on file for one year, and you will need to request it be activated for a future position opening.*

*If submitting for an open position, you are not guaranteed an interview. THANK YOU for your interest in PAC.*

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

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

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
City, State Zip Code

Telephone(s) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell / Other: \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

If you are currently employed, may we contact your present employer?  Yes  No \_\_\_\_\_

Date you are available to work? \_\_\_\_\_

Are you willing to come to Pinedale for an interview?  Yes  No

**AN EQUAL OPPORTUNITY/ADA EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview should notify a the Administration Office – 307-367-2832 x 6234

## Education

	Name & Address of School	Years		Degree/Diploma
		Completed		Received
High School				
College/Universities				
Graduate/Professional				
Other (Specify)				

## Experience

From	To	Employer	Telephone
Job Title	Address		
Contact Person	Summarize the nature of the work performed		
May we Contact for a Reference?			
Reason for leaving?	Hourly Rate/Salary		
	Start \$ _____ per _____ Final \$ _____ per _____		

From	To	Employer	Telephone
Job Title	Address		
Contact Person	Summarize the nature of the work performed		
May we Contact for a Reference?			
Reason for leaving?	Hourly Rate/Salary		
	Start \$ _____ per _____ Final \$ _____ per _____		

<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Telephone</b>
<b>Job Title</b>		<b>Address</b>	
<b>Contact Person</b>		<b>Summarize the nature of the work performed</b>	
<b>May we Contact for a Reference?</b>			
<b>Reason for leaving?</b>		<b>Hourly Rate/Salary</b>	
		Start \$ _____ per _____ Final \$ _____ per _____	

<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Telephone</b>
<b>Job Title</b>		<b>Address</b>	
<b>Contact Person</b>		<b>Summarize the nature of the work performed</b>	
<b>May we Contact for a Reference?</b>			
<b>Reason for leaving?</b>		<b>Hourly Rate/Salary</b>	
		Start \$ _____ per _____ Final \$ _____ per _____	

**Certifications and Other Skills**

Identify software programs you are proficient in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Relevant Certifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate any foreign languages you can speak, read and/or write: \_\_\_\_\_

List any other additional information you would like us to consider: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References**

Name	Contact Telephone Number(s)	Relationship

**Applicant Personal Information**

Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you will to attend an interview in the district? Yes \_\_\_\_\_ No \_\_\_\_\_

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, attempted murder, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude or has any court received a plea of guilty or a plea of nolo contendere from you? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain.

1. Have you ever been dismissed or asked to resign from any job? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain.
  
2. Have you ever been convicted of any felony or sentenced or received a deferred prosecution or probation for any charge including any crime relating to child abuse or neglect, or any crime relating to sexual abuse of a minor? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain:

Pinedale Aquatic Center is located on the campus of Sublette County School District #1, Pinedale, Wyoming, and is the competition venue for the school district. The Sublette County School District #1 works in partnership with the Pinedale Aquatic Center to provide facilities for some physical education and enrichment activities for students. Therefore, pursuant to the provisions of W.S. 21-7-401, any person who is hired by the Pinedale Aquatic Center is required to submit to fingerprinting and to provide such other information as is necessary to acquire a national criminal history background check. Are you willing to submit to a background check? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from being lawfully employed in this country because of visa or immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Proof of citizenship or immigration status will be required upon employment.

## Applicant's Authorization and Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that my application will be on file for one (1) calendar year. I understand that it is my responsibility to keep data on my application current during that calendar year.

In the event of my employment, I understand that false or misleading information given in my applications or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I authorize the Pinedale Aquatic Center to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to the Pinedale Aquatic Center about any criminal record I may have. I understand that the Support Applicant Background Information inset that contains the sections Employment History, Personal References, Education / Training, and Other Qualifications is a part of this application. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to the Pinedale Aquatic Center will be sufficient cause for this application not to be considered by the Pinedale Aquatic Center or for dismissal, if I have been employed.

I authorize the Pinedale Aquatic Center to check my references, to obtain information from my prior employers and educational institutions, to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize the release of any and all information or records maintained by the Wyoming Department of Family Services. I authorize my listed references, past employers, educational institutions, and anyone else who has information about my work history, education, qualifications or fitness, to provide such information to the Pinedale Aquatic Center. I release the Pinedale Aquatic Center and all persons providing information to the Pinedale Aquatic Center from any liability whatsoever for obtaining and providing that information.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. I understand as "Employment at Will" as a legal doctrine, which allows employees to end their employment with Pinedale Aquatic Center at any time. Likewise, Pinedale Aquatic Center may discharge the employment of a employee at any time.

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**Signature of Applicant**

**Date**