



## PRE-EMPLOYMENT FORM

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SS#: \_\_\_\_\_

UNDER 18 YEARS OF AGE?  Yes  No

POSITION APPLIED FOR: \_\_\_\_\_

LIST OTHER POSITIONS HELD AS CITY OF RACINE EMPLOYEE \_\_\_\_\_

Office Use Only:

Job Title \_\_\_\_\_

Job Classification (PT#) \_\_\_\_\_ Pay Grade (Step#) \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Location (check one):  Bryant  Chavez  Humble  King

Tyler Domer  Recreation  Administration

Start Date: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Expected # of weekly work hours \_\_\_\_\_ WRS? (23+ hrs/wk)

New Hire

Rehire

Background Check Complete

Signature of Director of Parks, Recreation & Cultural Services

HR approved hire:  Yes  No

Sent to HR

Added to MP

Filed