

For Office Use Only

(CS-14A; REV. 7/08)

R M N Position Recommended _____

Division	Location	Acct. No.	Pos. No.	Dates	ID #	Park Access Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assignments are made by: Office of Human Resources/Seasonal Employment Program
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
 235 Promenade Street, Room 350, Providence, RI 02908
 TELEPHONE: 401-222-2775 FACSIMILE: 401-222-6174
 Website: www.dem.ri.gov Relay for hearing Impaired: 711

Application for Seasonal Employment
2012
 Summer Season

READ THESE INSTRUCTIONS: This application is for temporary, short term, seasonal positions with the Department of Environmental Management. This application may be completed by the person applying for summer employment or by his/her guardian. Read each question carefully and give the information requested. Our office is available to help you with any questions you may have. ALL INFORMATION REQUESTED ON THE APPLICATION FORM MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED BY OUR PERSONNEL OFFICE TO DETERMINE YOUR QUALIFICATIONS FOR A SUMMER JOB. IF AN ITEM DOES NOT APPLY TO YOU OR IF THERE IS NO INFORMATION TO BE GIVEN, WRITE IN THE LETTERS "N.A." FOR "NOT APPLICABLE". IF YOU FAIL TO ANSWER ALL OF THE QUESTIONS ON THE APPLICATION FORM, YOU MAY DELAY CONSIDERATION OF YOUR APPLICATION AND LOSE CONSIDERATION FOR EMPLOYMENT. In completing the application form, use a typewriter if available. Otherwise print clearly in dark ink or ballpoint pen. If you are selected for work in this department, you will be so notified. All selected candidates must be prepared to show proof of citizenship as required by federal law. Applications must be returned as soon as possible. **You must be age 16 or older to apply.**

In accordance with US Department of Justice Immigration and Naturalization Service requirements for Employment Eligibility Verification (I-9), all individuals eligible to work in the United States must present genuine documents demonstrating their eligibility at the time of hire. A list of acceptable documents is available upon request.

TO BE COMPLETED BY APPLICANT

NAME _____ LAST FIRST MIDDLE	HOME PHONE NO. _____
ADDRESS _____ NUMBER STREET	SUMMER PHONE NO. _____
CITY _____ STATE _____ ZIP CODE _____	AGE _____ Email Address _____
<u>SUMMER ADDRESS:</u> _____ (STREET & NUMBER)	<u>DATES YOU WILL BE AVAILABLE FOR WORK:</u> FROM: _____ TO: _____
_____ CITY, STATE AND ZIP CODE	Do you possess a RI. Operator's License? If other State, which? YES <input type="checkbox"/> NO <input type="checkbox"/> Do you have an automobile available for <u>daily use</u> ? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you willing to commute to within 20 miles of your residence? YES <input type="checkbox"/> NO <input type="checkbox"/>

LIST 1ST 3 JOB CHOICES: 1. _____ 2. _____ 3. _____

Special Qualifications Skills (Languages, Office, Typing, Carpentry, Medical Skills, etc.):	Special License or Certificate (Lifeguard Certification No. etc.):
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If you are **ONLY** interested in employment in a particular geographic area, indicate city/town etc. please indicate here:

If you are **NOT** interested in employment in a particular area, indicate city/town etc. please indicate here:

Are you available to work weekends and holidays? YES <input type="checkbox"/> NO <input type="checkbox"/>	What is your earliest start date?
Are you available to work 2ND SHIFT? YES <input type="checkbox"/> NO <input type="checkbox"/>	3RD SHIFT ? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you worked in the DEM State Summer Program before? NO <input type="checkbox"/> YES <input type="checkbox"/> If YES, indicate Department and Division here <u>and</u> describe in Experience Section	

Have you ever been convicted of any offense or plead Nolo Contendere to a charge that resulted in a conviction? (Conviction is not an automatic bar to employment. Each case is considered on it's individual merits). In the space below give date, location and indicate felony or misdemeanor. FAILURE TO REPORT A CONVICTION AND LACK OF EXPLANATION IS A BASIS FOR REJECTION. NOTE: In some instances, a plea of "Nolo Contendere" may not be considered a conviction. Refer to RI General Law 12-18-3.
 NO YES If yes, explain:

REMARKS/COMMENTS:

Circle the highest grade you will have completed by June: 7 8 9 10 11 12 GED 13 14 15 16 17 18 19 20
 High School College MA / PhD

EDUCATION	SCHOOLS ATTENDED OR SPECIAL TRAINING RECEIVED				
School Name and Location	From Mo/Yr /To Mo/Yr	Graduate?	Type of Degree or Diploma	Major Subject(s)	Total Credit Hours
High School: _____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	_____
College/Univ.: _____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	_____
Other Schools/Training: _____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	_____

