

**City of Wilkes-Barre**  
**2018 Summer Employment Application**  
**40 East Market Street, Wilkes-Barre, PA 18711**



Applications will only be accepted in the Office of Human Resources,  
40 E Market Street, Wilkes-Barre, PA 18711 until Tuesday, May 15, 2018

**FOR THE SUMMER OF 2018 THE CITY OF WILKES-BARRE WILL ONLY BE ACCEPTING APPLICATIONS  
FOR PARK MAINTENANCE/ LABORER POSITIONS.**

(PLEASE PRINT LEGIBLY)

Name: \_\_\_\_\_

Address (Including City, State and Zip Code): \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

**Are you at least 16 years of age or older:**      ☐ Yes      ☐ No

**POSITION BEING APPLIED FOR: PARK MAINTENANCE/ LABORER**

**Available start date:** \_\_\_\_\_

**\*In accordance with the recent amendments to the Child Protective Services Law, prospective employees must submit all required Child Abuse Clearances with application. Copies of your Pennsylvania State Criminal Background Check, Pennsylvania State Child Abuse Clearance and FBI Fingerprints MUST be attached. Please see attached memo for information on obtaining clearances.**

**EDUCATION:** Name and Address

Secondary: \_\_\_\_\_

\_\_\_\_\_

College/Other:

\_\_\_\_\_

\_\_\_\_\_

**EXTRA CURRICULAR ACTIVITIES:**

\_\_\_\_\_

\_\_\_\_\_

Have you ever worked for the City of Wilkes-Barre? ☐ Yes ☐ No

If yes, please state year worked and position:

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**OTHER WORK EXPERIENCE:** Start with most recent job and dates you have worked at each:

1. \_\_\_\_\_

2. \_\_\_\_\_

**References (Please do not include relatives):**

1. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

*If this application is not filled out in its entirety it may be rejected.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*PLEASE BE ADVISED THAT WILKES-BARRE CITY RESIDENCY IS REQUIRED THROUGHOUT THE DURATION OF EMPLOYMENT\***

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

**POSITION:** Park Maintenance / Laborer  
**BUREAU:** Parks and Recreation  
**DEPARTMENT:** Parks and Recreation  
**SUPERVISOR:** Operations Director and DPW Dispatcher / Recreation Manager

**HOURS OF WORK:**

- a. Varies – Hours to be assigned by supervisors.

**DUTIES:**

- a. Maintenance of City Park grounds and facilities to include but not limited to grass cutting, yard waste and trash collection, painting of city property.
- b. Other related duties as assigned including but not limited to general labor.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- a. Outside work in all weather conditions
- b. Exposure to fumes, cold, heat.
- c. Climbing, standing, sitting, lifting.

**OTHER:**

- a. ~~Wilkes-Barre City Residency required throughout duration of employment.~~

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Memo

To: All prospective seasonal employees  
From: Department of Human Resources  
Date: 5/2/2018  
Re: Required Child Abuse Clearances

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Please be advised that there have been recent amendments to the Child Protective Services Law. Under the new amendments “an individual 14 years of age or older applying for a paid position as an employee responsible for the welfare of a child or having direct contact with children” are required to have obtain three (3) clearances prior to being hired. In order for the City of consider your application you must provide the three (3) clearances listed below.

- PA State Criminal Background Check
- Child Abuse Clearance
- \*\*\*FBI Fingerprints – Service Code 1KG756

Information regarding these clearances can be found at:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

\*\*\*Please be advised that the Commonwealth has transitioned to a new FBI Criminal Background Checks vendor. Appointments to be fingerprinted are not required, but **pre-registration** is required either online or by phone. To register online, please go to

menu. The following service code will need to be provided during registration.

**Service Code 1KG756 – Employees >= 14 Years, contact w/ Children**

**Summer Applications will not be accepted unless all three clearances, or proof that you are in the process of obtaining the three clearances, is attached.**