

**HELP WANTED – CITY OF DARLINGTON
CLASS INSTRUCTOR / CLERICAL SUPPORT
RITTER WELLNESS CENTER**

The City of Darlington is accepting applications from interested persons to fill a class instructor/clerical support position with the Ritter Wellness Center. Position duties include but are not limited to instructing classes, such as FIT and spinning classes; clerical responsibilities related to memberships, promoting the facility and demonstrating equipment; and maintenance of equipment and facility. Knowledge of facility equipment, teaching techniques and strong communication skills required.

This is a part time, non-benefit position. Hours will vary based on class schedule and related duties, up to 15 hours per week. Wages are negotiable, based on qualifications and experience. The wage range for this part time position is \$8.60 to \$9.20 per hour.

For further information, application form and job description please contact Amy Prine, Wellness Center Director, City of Darlington at (608) 776-4965.

Application form and resume shall be submitted to City of Darlington, Amy Prine, 627 Main Street, P.O. Box 207, Darlington, WI 53530. Application deadline is Monday, February 25, 2019 at 4:00 PM.

Publish: February 14th and 21st.

CITY OF DARLINGTON

Class Instructor/Clerical

- A) Class Instructor:** Instructing classes---FIT, Spinning and possibly others. Instructor may be responsible for planning classes.
- B) Clerical:** Duties include memberships, giving tour of facility, demonstrating equipment.
- C) Maintenance:** Helping in maintaining DRWC clean.

Wage: \$8.60 to \$9.20 per hour – Hours: Up to 15 hours per week

SEND APPLICATIONS AND RESUME TO:

City of Darlington

% Amy Prine

627 Main Street/PO Box 207

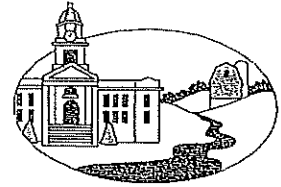
Darlington, WI 53530

Applications may be obtained from above address

Applications due by Monday, February 25, 2019

City of Darlington

Employment Application Page 1 of 2



APPLICANT INFORMATION

Last Name		First		M.I.	D.O.B.
Street Address				Apartment/Unit #	
City		State		ZIP	
Home Phone		Cell Phone		Soc. Sec.	
Position Applied for			Date Available		
Are you a citizen of the United States?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, are you authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever worked for this City?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain?	

EDUCATION

High School		Address			
From	To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full name		Relationship
Company		Phone ()
Address		
Full name		Relationship
Company		Phone ()
Address		
Full name		Relationship
Company		Phone ()
Address		

Employment Application Page 2 of 2

PREVIOUS EMPLOYMENT		
Company		Phone ()
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date