

Columbus Parks and Recreation Department Part-Time/Seasonal Application



An Equal Opportunity Employer

Date _____

Name _____
(Last) (First) (Middle)

Address _____ Phone () _____
(Street) (City) (State) (Zip)

Address at College _____ Phone at College () _____

Age (if under 18 years) _____ E-Mail Address _____

Indicate all positions in which you are interested with a check mark. Show your top preferences with numbers 1, 2, 3, etc.

Donner Pool

- ___ Cashier/Concession
- ___ Lifeguard
- Do You Have?
- ___ WSI
- ___ Lifeguarding
- ___ Other _____

Hamilton Center

- ___ Cashier/Concession
- ___ Skate Guard
- ___ Instructor
- ___ Office Supervisor
- ___ Maintenance
- ___ Other _____

Gymnastics Center

- ___ Instructor
- ___ Clerical
- Security**
- ___ Park Patrol

Donner Center

- ___ Office
- ___ Building Supervisor
- ___ Other _____

Maintenance

- ___ Parks
- ___ Park Horticulture
- ___ Athletic Fields
- ___ Custodian

Recreation

- ___ Theatre/Drama
- ___ Playground Supervisor
- ___ Craft Instructor ___ Adult ___ Child
- ___ Day Camp/Preschool

Sports

- ___ Batting Cage Attendant
- ___ Lincoln Concessions
- ___ Tennis Instructor
- ___ Other _____

Golf

- ___ Clubhouse/Concessions
- ___ Ball Pickers
- ___ Maintenance

SCHOOL	NAME & ADDRESS	DATES ATTENDED	MAJOR DEGREE	GRAD.
High School				
College				
Technical or other				

List special skills or qualifications: _____
 _____ Can you speak a foreign language? if so what language _____

High School Equivalency Diploma (GED) obtained, if so where _____

Do you have a valid Indiana Driver's License? Yes ___ No ___ Expiration Date _____

Do you have an Indiana Commercial Driver's License? _____

First available day to begin work _____

List any job related volunteer work, hobbies, or memberships _____

Were you in the Military Service? Yes ___ No ___ Date of Duty: From _____ To _____

Have you worked for the City of Columbus before? _____ In what position? _____

Have you ever been convicted of any criminal offense? Yes ___ No ___

If yes, explain what, when, and where. _____

EMPLOYMENT HISTORY (List last or present place of employment first)

Name of Employer _____

Name of Employer _____

Address _____

Address _____

Telephone () _____

Telephone () _____

Salary _____

Salary _____

Dates employed _____ to _____

Dates employed _____ to _____

Position _____

Position _____

Name of Supervisor _____

Name of Supervisor _____

May we contact all previous employers? _____ Explain _____

REFERENCES: (Please list two references other than relatives or previous employers. Local references are preferred.)

Name _____

Name _____

Address _____

Address _____

Telephone () _____

Telephone () _____

I certify that all the above information contained in this application is correct to the best of my knowledge. I agree that any misrepresentation or omission of facts is reason for dismissal. I further authorize the City of Columbus, it's agents and employees, considering my request for employment, to conduct a criminal record and background check through any resources available to the City of Columbus. I hereby release and indemnify the City of Columbus, it's agents and employees and the persons, businesses, or agencies from whom the information is requested, of liability of any kind or nature or responsibility for any damages that at any time may occur from conducting a criminal record or background search of the employee or applicant. This release of all liability and responsibility includes, but is not limited to, all discussions with past or present employers, friends, criminal record checks, credit checks and license checks.

Furthermore, should I become employed (or re-employed), this release of liability and responsibility shall remain valid, for periodic re-checks during my employment with the City of Columbus.

I understand that, if offered employment with the department, I must complete a separate Employment Screening Consent/Release Form. This form is to be submitted to the Director of Business Services at Donner Center, 22nd & Sycamore Sts., along with a non-refundable payment of \$15.00 to cover the cost of the employment screening. Employment cannot begin until the report from the investigating firm is received.

A copy of this document shall be as valid as the original.

Applicant's Signature _____

Applicant Name (Printed) _____ Date _____

The City of Columbus does not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, or disability.

Please return application to Donner Center or mail to

Columbus Parks and Recreation
739 22nd Street
P.O. Box 858
Columbus, IN 47202