

# 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.

- |  |   |   |   |
|--|---|---|---|
| <p><b>Donner Pool</b></p> <p>___ Cashier/Concession</p> <p>___ Lifeguard</p> <p>Do You Have?</p> <p>___ WSI</p> <p>___ Lifeguarding</p> <p>___ Other _____</p> | <p><b>Hamilton Center</b></p> <p>___ Cashier/Concession</p> <p>___ Skate Guard</p> <p>___ Instructor</p> <p>___ Office Supervisor</p> <p>___ Maintenance</p> <p>___ Other _____</p> | <p><b>Gymnastics Center</b></p> <p>___ Instructor</p> <p>___ Clerical</p> | <p><b>Donner Center</b></p> <p>___ Office</p> <p>___ Building Supervisor</p> <p>___ Other _____</p> |
|--|---|---|---|

- |   |  |   |  |
|---|--|---|--|
| <p><b>Maintenance</b></p> <p>___ Parks</p> <p>___ Golf Courses</p> <p>___ Park Horticulture</p> <p>___ Athletic Fields</p> <p>___ Custodian</p> | <p><b>Recreation</b></p> <p>___ Theatre/Drama</p> <p>___ Playground Supervisor</p> <p>___ Special Swim</p> <p>___ Craft Instructor ___ Adult ___ Child</p> <p>___ Day Camp/Preschool</p> | <p><b>Sports</b></p> <p>___ Batting Cage Attendant</p> <p>___ Lincoln Concessions</p> <p>___ Tennis Instructor</p> <p>___ Other _____</p> | <p><b>Security</b></p> <p>Park/Pool Patrol _____</p> |
|---|--|---|--|

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  
22nd and Sycamore Sts.  
P.O. Box 858  
Columbus, IN 47202