



CITY OF KETTERING

Application for Employment

POSITION: PARKS, RECREATION AND CULTURAL ARTS TEMPORARY/SEASONAL

Full-Time _____
Part-Time _____
Temporary X

BASIC EMPLOYMENT DATA

A. GENERAL INFORMATION

Name: _____

Address: _____

_____ City _____ State _____ Zip Code _____

Phone No. _____ Work Phone No. _____

Cell/Other _____ E-Mail Address _____

Social Security No. _____

Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)

Criminal Record? Have you ever been convicted of a felony? YES _____ NO _____ (If yes, explain circumstances. —Existence of a criminal record does not constitute an automatic bar to employment.) _____

Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)

Operator's _____ Commercial Driver's License _____

State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____

B. EDUCATION AND TRAINING

Circle the highest school grade completed.

<u>High School</u>				<u>College</u>							
9	10	11	12	13	14	15	16	17	18	19	20

Degrees obtained or areas of study: _____

List any job-related schools attended or vocational training received: _____

**C. PAST WORK EXPERIENCE
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

**D. REFERENCES
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

CERTIFICATION: I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.

**City of Kettering
Parks, Recreation and Cultural Arts Department
Application Supplement**

Name of Applicant: _____

Area of Interest(s):	
Check those areas below in which you are interested for employment.	
PARKS	PROGRAMMING
Mowing, Tree & Plant, Athletic Field and General Park Maintenance	Playgrounds - Sports, Arts & Crafts, Drama, Special Events
FACILITY OPERATIONS	Youth Day Camps - Outdoor Education, Sports, Arts & Crafts
Recreation Center/Senior Center Operations	After-school Youth Programming
Aquatic Program - Lifeguards, Instructors and Maintenance	Adult Leisure & Instruction - Varied Activities
Ice Arena Operations, Skating Program & Maintenance	Adult Sports - Football, Basketball, Softball, Volleyball
Cashiers/Receptionists/Front Desk Operations	Senior Adult Program - Varied Activities
Concessions - Snack Bar Operations	Fitness/Wellness - Instructors, Fitness Room Attendant
Recreation Aide - Set-Up, Tear-Down, Clean-Up	Special Events - Community-Wide
Drop-in Gym Attendants - Sports & Physical Activities	Preschool Instructor
Nursery	Cultural Arts - Visual & Performing Arts
Other	Bus/Van Driver (CDL needed)
FRAZE PAVILION FOR THE PERFORMING ARTS	
Crowd Management	Box Office Clerk
Front-of-House Staff	Ernie's Concessions (Must be at least 21 years old)

TRAINING AND EXPERIENCE - If you have had any classes, special training, certifications and experience, a CDL driver's license or are able to teach or instruct in any of the above-mentioned areas, please list them below. List activity first; then describe types of training or experience, including any certifications. Use back of page for additional comments.

ACTIVITY	TRAINING/EXPERIENCE/CERTIFICATION



CITY OF KETTERING

HUMAN RESOURCE DEPARTMENT

DATE: DEPT. _____

TO: Captain, Support Division
Police Department

FROM: Human Resource Department

SUBJECT: Police Record Check

The following person has filed an application with the City of Kettering for the position indicated below. Please report any police record for this applicant. A signed release is below. Thank you for your cooperation.

NAME _____ POSITION _____

ADDRESS _____ SOCIAL SECURITY # _____

CITY _____ DATE OF BIRTH _____

STATE _____ ZIP CODE _____

VALID OHIO DRIVER'S LICENSE Yes/No _____ DRIVER'S LICENSE No: _____

TYPE OF LICENSE:

Operator's _____ Commercial Driver's License _____

Requested by: _____

I hereby authorize the City of Kettering to do a Police check. I understand that this is a routine check done on all new employees.

Employee Signature _____

TO:

FROM: Records Section

The following record is indicated for the above-listed individual:

City of Kettering Police Department

Signature



CITY OF KETTERING

EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form. THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.

1. Position: PRCA Temporary/Seasonal Full-time _____ Part-time _____ Temporary <input checked="" type="checkbox"/>	2. Date of Application: _____/_____/_____ mo. day year
3. Race or Ethnic Origin: White _____ Black _____ Hispanic _____ Asian _____ American Indian _____ Other _____	4. Sex: M _____ F _____

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

PLEASE RETURN TO:
City of Kettering
Human Resource Department
3600 Shroyer Road, Kettering, OH 45429
FAX: 937-296-3371

Rev. 3/02
P13-037-PRCA-Temporary-Seasonal