

Please show your top 3 job position preferences with numbers 1, 2, and 3.

Columbus Parks and Recreation Department Part-Time/ Seasonal Application



Donner Pool

- Cashier/Concession
- Lifeguard
- Do you have:
 - WSI
 - Lifeguarding

Hamilton Center

- Cashier/Concession
- Skate Guard
- Instructor
- Office Supervisor

Gymnastics Center

- Instructor
- Registration Staff

Donner Center

- Office
- Building Supervisor

Maintenance

- Parks Grounds
- Park Horticulture
- Athletic Fields
- Custodian
- Golf Courses
- Hamilton Community Center & Ice Arena

Recreation

- Playground Supervisor
- Day Camp/Preschool
- Other General Recreation

Sports

- Batting Cage Attendant
- Concessions
- Tennis Instructor
- Sports Supervisor

Golf Courses

- Clubhouse
- Range Ball Picker
- Golf Cart Attendant

Other

- Park Patrol
- Umpires/Referees

Name _____ Email _____
(Last) (First) (MI)

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

If hired, will you be able to provide proof of being 19 (Golf Clubhouse only for the purpose of conducting beer/wine sales) or 15 (Lifeguard only for the purpose of legal certification ages) years of age? Yes No

School	Name & Address	Dates Attended	Major Degree	GED Obtained	Graduation Date
High School					
College					
Technical or Other					

SKILLS AND QUALIFICATIONS

Fluent languages English Spanish French Hindi/Bengali Other _____

Job related volunteer work, hobbies, or memberships _____

Were you in the military service? Yes No Date of Service: From _____ To _____

Have you worked for the City of Columbus before? _____ Position _____

Have you ever been convicted of a criminal offense? Yes No

If yes: Offense _____ When _____ Where _____

Do you have a valid Indiana Driver's License? Yes No

Do you have a valid Indiana Commercial Driver's License? Yes No

REFERENCES (Please list two references other than relatives or previous employers.)

Name _____ Name _____
 Email _____ Email _____
 Telephone () _____ Telephone () _____

EMPLOYMENT HISTORY (List most recent or present employment first)

Employer _____ Employer _____
Address _____ Address _____
Telephone () _____ Telephone () _____
Hourly Wage/Salary _____ Hourly Wage/Salary _____
Dates Employed _____ Dates Employed _____
Position _____ Position _____
Name of Supervisor _____ Name of Supervisor _____
May we contact all previous employers? _____ Explain: _____

I certify that to my knowledge, all the above information contained in this application is correct. I agree that any misrepresentation or omission of facts is reason for dismissal. I further recognize the City of Columbus, its 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, its agents and employees and the persons, businesses, or agencies from whom the information is requested, of liability of any kind of 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 Street, 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 _____ Date _____
Applicant's Name (Print) _____

The City of Columbus does not discriminate in hiring or employment on the basis of race, 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