

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

**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

**Farmers Market**

- Information Booth

**Other**

- Park Patrol
- Umpires/Referees

Name \_\_\_\_\_ Email \_\_\_\_\_  
(Last, First, MI)

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Street, City, State, Zip) (Primary)

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 \_\_\_\_\_

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

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 \_\_\_\_\_

Is any member of your family employed by the City of Columbus?  Yes  No

If yes, provide name, relation, and department: \_\_\_\_\_

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 22<sup>nd</sup> Street  
P.O. Box 858  
Columbus, IN 47202