

CITY OF JEFFERSONVILLE

Seasonal Employment Application



FRONT AND BACK OF APPLICATION MUST BE COMPLETED. IF UNDER 18, LEGAL PARENT OR GUARDIAN MUST SIGN WHERE INDICATED

APPLICANT INFORMATION

| | | | | | |
|---|--|-----------------------------|---|------------------------------|-----------------------------|
| Last Name | First | M.I. | Are you 18 or older? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Street Address | If under 18, do you have a work permit? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| City | State | ZIP | | | |
| Phone () | E-mail Address | | | | |
| Position Applied for: | Event & Facility Worker / Lifeguard / Shallow Water Attendant/ General Clerical/ General Labor/Maintenance | | | | |
| Do you have a valid driver's license? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Are you First Aid or CPR Certified? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever worked in recreation? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Do you have a valid American Red Cross Life Guarding Certification? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Can you work full-time? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| Can you work evenings and/or weekends? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Days/Hours NOT available: | | |
| Are you related to anyone at the City? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, name of relative: | | |
| Have you ever been convicted of a felony that has not been expunged by a court? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

EDUCATION

| | | | | | |
|-------------|------------|-------------------|------------------------------|-----------------------------|---------|
| High School | City/State | | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | # Years |
| College | City/State | | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

REFERENCES

Please list two professional references not including relatives

| | | | |
|-----------|--------------|-----|--|
| Full Name | Relationship | | |
| Company | Phone | () | |
| Full Name | Relationship | | |
| Company | Phone | () | |

PREVIOUS EMPLOYMENT

| | | | |
|--|--------------------|------------------------------|-----------------------------|
| Company | Phone | | |
| Supervisor | Responsibilities | | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company | Phone | | |
| Supervisor | Responsibilities | | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

APPLICANT'S PLEASE READ AND SIGN WHERE INDICATED

I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a pre-employment drug test, a criminal history check and/or driver’s record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If the City of Jeffersonville decides to obtain a consumer credit report, I understand that the City of Jeffersonville will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

I hereby release all parties, including but not limited to the City of Jeffersonville personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action takes on the basis of such information.

I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by the City of Jeffersonville. I further understand that statements, which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and the City of Jeffersonville has the right to modify, amend or terminate policies, practices, benefit plans or other programs within the limits and requirements imposed by law. I understand that no representative of the City of Jeffersonville other than the Mayor, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the City, nor am I in possession or nor will I at any time reveal to the City, under any circumstances, any **proprietary** or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

Applicant Signature: _____ **Date** _____

Parent/Guardian Signature (if under 18 years Old) _____ **Date** _____

Unsigned or incomplete applications cannot be processed

City of Jeffersonville Human Resources at 812-280-3254.
EEOC

The City of Jeffersonville is an equal opportunity employer. Applicants are considered for employment without regard to race, ancestry, color, religion, sex, pregnancy, disability, genetic information, veteran status, age, national origin, or any other protected classification. The City of Jeffersonville will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.



POSITION INFORMATION

All applicants: Most positions require you to be a minimum of 15 years of age, unless otherwise stated. All jobs work varying shifts according to the needs of department. Must be able to stand, sit, walk continuously, speak, hear and see to provide information to the public and to ensure safety. Most positions work out doors. Seasonal employees are paid weekly

Event/Facility Worker (Pool / Ice Rink): Performs duties required to sell concessions / admissions. Sell concessions including soft drinks and food items to spectators at various events. Receive money and makes correct change for customers. Maintain clean work area and assists other park staff in maintaining clean park/recreation areas.

Lifeguard: Ensures the safety of pool patrons and assists with aquatic programs and pool operation. Must possess a valid American Red Cross Life Guarding, First Aide and Cardio Pulmonary Resuscitation (CPR) Certificates. Observe swimmers for safety and sit for prolonged periods. React quickly and calmly in emergencies. Exercise tact and diplomacy when interacting with the public.

Maintenance (I): Provide trash pick-up / waste disposal, general office and grounds cleaning; set-up / tear down of furniture / equipment for events.

Maintenance (II): Regularly operates equipment such as lawn mowers, hedge trimmers, weed eaters, in addition to General Laborer duties.