

Application for Part-Time Employment
THE CITY OF DECATUR, ALABAMA
PARKS AND RECREATION DEPARTMENT

P. O. Box 1315
610 4th Ave SE
Decatur, Alabama 35602

Equal Opportunity Employer

INSTRUCTIONS:

**ALL BLANKS MUST BE
FILLED IN WITH TYPEWRITER
OR WITH INK.**

Position Assigned: _____
Rate of Pay: _____
Starting Time: _____
WSI or ALS Certificate: Yes _____ No _____

Position Desired _____
Name: (Type or print name) _____

First _____ Middle _____ Last _____ Social Security No. _____ Age* _____

Address _____ House No. _____ Street _____ City _____ State _____ Zip _____ Telephone No. _____

Previous addresses for past five years _____

How long have you lived in Decatur immediately prior to the date of this application? _____ Yrs. _____ Mos. Are you a citizen of the United States? _____ What is the date of your birth?* _____ Where were you born? _____ City _____ County _____ State _____

PERSONAL DATA:

Do you object to having your present employer questioned about your work? _____ Have you ever been discharged or forced to resign from a position? _____ If so, attach a complete explanation to this application. Have you ever been convicted of any law violation other than a minor traffic violation? _____ If so, give the name and location of the court, date, nature of charge and disposition of the case on a separate sheet and attach it to this application.

EDUCATION

Circle the highest grade you completed in Elementary and High School 1 2 3 4 5 6 7 8 9 10 11 12.

Name and Address of School	Dates Attended		Did You Graduate?	Date, Degree and Major
	From	To		
High School				XXXXXXXXXXXXXXXXXXXXXXX
College				
Business, Trade or Correspondence				

If you attended college but did not graduate, what courses did you take and how many semester hours credit do you have? _____

REFERENCES

List three reliable persons, not relatives or employers, who know you well enough to give information about you.

Name	Address	Occupation

*Discrimination in employment against persons between the ages of forty and seventy is prohibited by Federal law.

What date will you be able to start work? _____

What date must you quit work? _____

Will you have to be away any time during your employment with Parks and Recreation? _____

If yes, when? _____

When will you be available for an interview? _____

List any special training received _____

FOR LIFEGUARD POSITIONS ONLY

Are you a certified lifeguard? Yes No
Type of certification Ellis American Red Cross

Are you a certified Water Safety Instructor? Yes No

If not, will you take the course before opening date? Yes No

Was your certification obtained in Morgan County? Yes No

If your American Red Cross certification was obtained in another county or in another state, your certification must be transferred to the Morgan County Chapter.

Is your certification current? Yes No Expiration date _____

List any other Water Safety instructions you have received _____

*(Bring certifications with you for your interview.)

WORK HISTORY

Beginning with your **PRESENT** or most recent employment, list in **REVERSE ORDER** periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Give complete information, especially about the kind of work you did.

EMPLOYMENT RECORD: List all employment for past two years with most recent employment first.

Employment Dates FROM	Occupation and Description of Duties	Employer's Name and Address	Salary Received	Reason For Leaving
TO				
TOTAL MOS				
FROM				
TO				
TOTAL MOS				

6. Show other experience, skills or qualifications by using additional sheets.

I hereby certify that all statements made hereon and attached hereto are true and correct to the best of my knowledge. Any false statements may be cause for denying me the right to employment. I further understand that the City of Decatur may conduct a reference check into my previous employment history and background and give the City of Decatur permission to do so.

Date _____ Signed _____

Parks & Recreation Department

FOR CITY OF DECATUR PERSONNEL DEPARTMENT USE ONLY

Applicant: Fill in only the shaded areas below (please print):

NAME OF APPLICANT (Print)	POSITION APPLIED FOR
DATE OF BIRTH	AGE*
SEX	RACE/ETHNIC GROUP**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

***Age** - The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

****Race, Color, Religion, Sex, National Origin** - Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.