



## Application for Employment

Carmel Clay Parks & Recreation is an Equal Opportunity Employer. Applicants are considered for employment without regard for race, color, national origin, religion, sex, age and disability, unless such basis constitutes a bona fide occupational qualification. Carmel Clay Parks & Recreation will comply with its legal obligation to provide reasonable accommodation to qualified disabled applicants. Applications are only accepted for advertised position openings. Your application is valid for thirty (30) days only. After thirty days, you must re-apply. Please print. Answer every question on the application (print N/A in response to any questions that are not applicable to your situation). You are encouraged to submit a resume along with your application, but you will still be required to complete the entire application.

### PERSONAL INFORMATION

Full Name \_\_\_\_\_ Last 4 of Social Security Number XXX-XX-\_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

If you were previously employed under another name, please indicate that name \_\_\_\_\_

Are you legally entitled to work in the U.S.? \_\_\_\_\_  
(If hired, you must show proof of citizenship or immigration status.)

If you are UNDER the age of 18, please list your birth date \_\_\_\_\_

**POSITION APPLIED FOR:** (Position Must Be Listed) \_\_\_\_\_

Rate of Pay Expected \_\_\_\_\_ Date Available for Work \_\_\_\_\_

How many hours a week would you able to work? \_\_\_\_\_

Year Round Employment? Circle Y or N Summer Employment? Circle Y or N

List any days and hours you are NOT available for work.  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by the Carmel Clay Parks and Recreation? \_\_\_\_\_ Dates? \_\_\_\_\_

Are you related to anyone currently employed by the Carmel Clay Parks & Recreation? (List name(s) and relationship(s)).  
\_\_\_\_\_

How did you hear about this employment opportunity?  
\_\_\_\_ Referred by Carmel Clay Parks & Recreation Employee (Name of employee): \_\_\_\_\_  
\_\_\_\_ www.carmelclayparks.com \_\_\_\_ Newspaper \_\_\_\_ Job Posting Flyer \_\_\_\_ Other

Have you ever been disciplined or discharged from any position? \_\_\_\_\_ If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever *pled guilty* or been *convicted* of a crime? (A guilty plea or a conviction is not an automatic bar to employment.) If so, state crime(s), date(s), court(s), and sentence(s). Omit minor traffic violations unless you are applying for a job that requires operation of a motor vehicle.  
\_\_\_\_\_  
\_\_\_\_\_

**PRIOR WORK HISTORY (List in order, most recent employer first)**

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Rate of Pay \_\_\_\_\_ Final Rate \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Street Address of Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Rate of Pay \_\_\_\_\_ Final Rate \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Street Address of Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Rate of Pay \_\_\_\_\_ Final Rate \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Street Address of Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

If presently employed, why do you wish to make a job change? \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ May we contact your previous employers? \_\_\_\_\_

Please provide any additional information, not included elsewhere in this application that will help us evaluate your qualifications for the position you desire. (Include information such as relevant computer skills, experience with office or other equipment, honors and awards, professional memberships, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	Name/City/State	No. Years	Graduated?	Degree
High School				
College				
Graduate School				
Business/Trade				
Other				

List licenses and certifications \_\_\_\_\_

List areas of study or specialized training \_\_\_\_\_

**MILITARY SERVICE**

Branch of Military \_\_\_\_\_

Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_ Rank \_\_\_\_\_

Current Reserve Status \_\_\_\_\_

Nature of Military Duties \_\_\_\_\_

**PLEASE READ CAREFULLY**

I certify that the information given on this application is true and complete, and authorize the investigation of all statements contained herein. I understand and agree that false statements, misrepresentations, or omissions of requested information are sufficient cause for denial of employment or dismissal from employment by the Carmel Clay Parks & Recreation.

I authorize the employers listed above, except as otherwise noted, to give the Carmel Clay Parks & Recreation any and all information concerning my previous employment and pertinent information they may have relating to my work performance, personal characteristics, and general reputation, and release all parties from all liability for any damages that may result from furnishing same, including denial of employment by the Carmel Clay Parks & Recreation.

I understand that this application is not, and is not intended to be, a contract of employment. I further agree that if I am employed by the Carmel Clay Parks & Recreation, the employment relationship will be terminable at will at any time with or without cause by either party, notwithstanding any other oral or written statements prior to, at, or following the date of employment, unless set out in writing and executed by both parties.

I agree to submit to a medical examination, including drug and alcohol testing, if required, and understand that any offer of employment by the Carmel Clay Parks & Recreation is contingent upon the results of that examination. I further understand that employment is contingent upon acknowledging receipt of and compliance with various policies of the Carmel Clay Parks & Recreation, as may be required from time to time.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Printed Name of Applicant

**Apply To:** Carmel Clay Parks & Recreation  
 ATTN: Lynn Russell  
 1411 E. 116<sup>th</sup> Street  
 Carmel, IN 46032  
 P 317.573.4019  
 F 317.571.4136

**CONSENT / RELEASE FORM  
FOR BACKGROUND CHECK**

Applicant's Full Name (print clearly)

\_\_\_\_\_

Full Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Complete Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for Carmel Clay Parks & Recreation to obtain the following information about me:

- Criminal background records/information
- National Sex Offender
- Addresses

I the undersigned, authorize this information to be obtained either via telephone, email or in writing in connection with my employment application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with department procedures.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

For department use only. To be completed by supervisor.

DIVISION: \_\_\_\_\_ Administration

FOR: \_\_\_\_\_ Employment Screening

\_\_\_\_\_ Camps

\_\_\_\_\_ Volunteer Screening

\_\_\_\_\_ Maintenance

\_\_\_\_\_ Recreation

\_\_\_\_\_ Schools