

# Neuse River Parkway Recreation Center ("NRPRC") Application for Employment

## **Please complete the entire application.**

NRPRC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Applicant Information**

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License (State/Number): \_\_\_\_\_

### **Emergency Contact**

Contact Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Job Position Applied For (Circle one): **Pool Attendant / Pool Cleaner / Both**

How will you get to work? \_\_\_\_\_

Are you willing to work any of 5 ½ hour shifts Monday – Sunday (9:30a.m. – 3:00p.m., or 3:00p.m. to 8:30p.m.)? \_\_\_ Yes \_\_\_ No

**Pool Cleaner** shifts Monday – Friday (7:30a.m – 10:00a.m)? \_\_\_ Yes \_\_\_ No

If no, please indicate days/shifts not available: \_\_\_\_\_

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If you are offered employment, when would you be available to begin work? \_\_\_\_\_

If hired, are you able to submit proof that you are legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? \_\_\_Yes \_\_\_No  
If yes, please describe in full and give details. State the nature of the crime(s), when and where convicted and disposition of the case:

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*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position applied for may; however, be considered.)*

## **Applicant Abilities & Skills**

Check all skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (1 represents poor ability, while 5 represents exceptional ability.):

<u>Ability or Skill</u>	<u>Years of Experience</u>	<u>Self Rating</u>
<input type="checkbox"/> Customer service	_____	1 2 3 4 5
<input type="checkbox"/> CPO Training	_____	1 2 3 4 5
<input type="checkbox"/> Lifeguard Certified	_____	1 2 3 4 5
<input type="checkbox"/> CPR Training	_____	1 2 3 4 5
_____	_____	1 2 3 4 5
_____	_____	1 2 3 4 5
_____	_____	1 2 3 4 5

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## Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent. If additional space is needed, please continue on the back page of this application.

Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment from/to (Month/Year): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment from/to (Month/Year): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment from/to (Month/Year): \_\_\_\_\_

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## Applicant's Education and Training

High School/College/GED Name and Address:

\_\_\_\_\_

GPA: \_\_\_\_\_

Other Training (graduate, technical, vocational):

\_\_\_\_\_

Please indicate any current professional licenses or certifications that you hold:

\_\_\_\_\_

Awards, Honors, Special Achievements:

\_\_\_\_\_

## References

List any two non-relatives who would be willing to provide a reference for you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer (non-compete, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Neuse River Parkway Recreation Center (“NRPRC”) Application for Employment**

## **CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Neuse River Parkway Recreation Center, Inc. to contact former employers, references, and educational organizations regarding my employment and education. I authorize my former employers, and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its President, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate one-week notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right to terminate my employment immediately and at any time, with or without cause. Moreover, no agent, representative, or employee of Neuse River Parkway Recreation Center, Inc., except in a specific written contract of employment signed on behalf of the organization by its President, has the power to alter or vary the voluntary nature of the employment relationship.

Violation of the Neuse River Parkway Recreation Center, Inc. policies and procedures that result in termination will confirm an employee will not be eligible for re-hire. This includes, but not limited to, quitting and voluntary resignations, safety violations, drug and alcohol violations, “no call, no show” policies, as well as performance, dress code and attendance policies.

**I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS:**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE