

# Marshall Parks & Recreation Department

## Application for Employment

**NOTICE TO APPLICANTS AND EMPLOYEES:** Screening tests for alcohol and illegal drug use may be required before hiring and during your employment here and a background check

Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Today's Date \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been convicted of a felon? \_\_\_\_\_ If yes, give date & details of charges.  
\_\_\_\_\_  
\_\_\_\_\_

List Education: High School \_\_\_\_\_ Grade Completed \_\_\_\_\_  
College \_\_\_\_\_ Degree Earned \_\_\_\_\_  
Trade School \_\_\_\_\_ Certification \_\_\_\_\_

### Employment History:

Past Employer	Phone Number	Salary
1. _____		
2. _____		

### References other than employers:

Name	Phone Number	Relationship
1. _____		
2. _____		

### What are you applying for? (Check one)

Park Maintenance \_\_\_\_\_ Golf Maintenance \_\_\_\_\_ Golf Course Clubhouse \_\_\_\_\_

Lifeguard \_\_\_\_\_ Pool Front Desk / Concessions \_\_\_\_\_ Ballfield Maintenance \_\_\_\_\_

List Personal qualities which would qualify you for the job or that you would like to share:  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Schedule:	MON	TUES	WED	THURS	FRI	SAT	SUN
AM							
PM							

How many hours a week are you wanting to work? \_\_\_\_\_ Date Available for Employment \_\_\_\_\_  
 Summer Employment Please List Days Not available \_\_\_\_\_

List All Certifications that are relevant to position that you are applying for:

Certification	Date Received	Expiration Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

\* Please attach a copy of all certifications

Do you have a valid drivers license \_\_\_\_\_

Other Kinds of Work You Can Do: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have answered all the questions truthfully and understand it is grounds for termination if any portion is found to be false.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Authorization for Background Check

I understand that I am applying for seasonal or temporary work as an employee of the City of Marshall, Missouri Parks and Recreation Department (the "Park"). I understand that a background check will be conducted before I am employed, or soon thereafter, and I agree to cooperate in that background check. I, the undersigned, give permission to the Park to conduct a background check. My signature authorizes the Park to review my previous employment (except as listed below), driving, and criminal records, and/or other background data as it may relate to the position(s) for which I am applying or have been hired.

IF YOU ARE UNDER THE AGE OF 18, YOUR PARENT OR GUARDIAN MUST ALSO SIGN THIS FORM. PLEASE BE SURE TO LET US KNOW IF YOU DO NOT UNDERSTAND ANY PART OF THIS FORM.

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

Printed Name of Parent/Guardian: \_\_\_\_\_  
 (if Applicant under 18)

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_