

MARSHALLTOWN PARKS & RECREATION - APPLICATION FOR TEMPORARY EMPLOYMENT

Date _____ Position Desired _____
 Name _____ Present Telephone _____
 Present Address _____ City, State, Zip _____
 Permanent Address _____ City, State, Zip _____
 Permanent Telephone # _____ Email _____

GENERAL EDUCATION

High School _____ Highest Grade Completed _____
 College _____ Years Completed _____ Degree _____
 Field of concentration _____

WORK REFERENCES: List last three employers

Employer	Supervisor	Phone #	Period Employed	Contact?	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PERSONAL REFERENCES

Name	Address	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

The City must check to make sure all employees, regardless of citizenship or national origin, are allowed to work in the United States.
 Will you be able to provide acceptable documents that establish both your identity and your employment eligibility on your first day of work?
 Yes ___ No ___

VETERANS' PREFERENCE - Complete this section **ONLY** if you are a US Military veteran
 US Military Service dates: From: _____ To: _____ Do you have an honorable discharge? Yes ___ No ___ Are you a United States citizen? Yes ___ No ___ Are you currently a resident of Iowa? Yes ___ No ___ Do you have a service-connected disability or are you receiving compensation, disability benefits, or pension under laws administered by the veterans' administration (an honorably discharged veteran who has been awarded the Purple Heart for disabilities incurred in action shall be considered to have a service-connected disability)? Yes ___ No ___ Applicants wishing to have points awarded for military service must submit proof of service including dates of service and type of discharge prior to or at the time of interview.

Have you been convicted for a violation of the law other than minor traffic offenses? A conviction record will not necessarily eliminate you from consideration for employment, factors such as nature and seriousness of the violation, age at the time of offense, and rehabilitation will be taken into account. Yes ___ No ___ If you answered yes, or if you are unsure, please explain below:

I hereby certify that all above statements are true. I am aware that should investigation disclose omissions, misrepresentation or falsifications that my application will be rejected or my employment may be terminated. I authorize my former employers or any other individual or entity contacted whether or not specifically listed on this application, to give any information regarding my suitability for employment. If hired I will be an employee-at-will, meaning either the City or I can terminate the employment arrangement at any time for any or no reason. If still employed at the end of the season, employment will be severed at that time and there shall be no expectation of continued employment or re-employment. I realize that it is necessary for the City to thoroughly investigate my personal background and qualifications and by applying for employment with the City, I expressly waive all my legal rights and causes of action to the extent that the City of Marshalltown investigation (for purposes of evaluating my suitability for employment) may violate or infringe upon these aforementioned legal rights and causes of action of mine.

Signed: _____

PartTimeApp07

PHONE: (641) _____

CIRCLE ONE - RACE/ETHNIC GROUP:

1-White 2-Black 3-Hispanic 4-Asian 5-Am Indian Other _____

CIRCLE ONE - SEX: Male Female

Are you a Middle School or High School student? Yes ___ No ___

Estimated date of HS graduation: Spring _____

Your Job Title: _____

PLEASE CONTINUE ON THE OTHER SIDE

FOR PARK & REC TO COMPLETE:

Copies of the I-9 documentation must be attached or a payroll check will not be issued.

Prepared By: _____ Is this a new employee? Yes ___ No ___

COMPLETE ONLY IF THIS IS A REHIRE

Employee Name: _____

Ee Number: _____ Job Title: _____

Is the employee still a Middle or High School student? Yes ___ No ___

Hourly Rate: _____ OR Salary: _____

Department: 14 Park & Rec Org. Dimension: _____

Job Number for Payroll purposes: _____

Hire or Rehire Date: _____

Approximate date program ends: _____