APPLICATION FOR TEMPORARY /SEASONAL EMPLOYMENT

City of Leawood, Kansas

An Equal Employment Opportunity—Affirmative Action Employer

Please complete this application carefully and completely. This information will aid us in evaluating your qualifications. Attach additional paper and/or documents if necessary to more fully explain your answers. The City of Leawood is an equal opportunity employer and welcomes all qualified applicants without regard to their race, color, religion, gender, national origin, age, veteran status, marital status, disability (as defined by the Americans with Disability Act) or any other classification protected by Federal, State, or Local law. All offers of employment are conditional upon successfully passing all appropriate background and reference checks, and examinations. Physicals, drug/alcohol screens, and/or other examinations are used to determine if applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

Personal Data

Name _____
(Last) (First) (MI)

Permanent Address _____
(Street No. & Name) (City, State) (Zip)

Telephone _____

E-Mail _____

Temporary Address _____

Telephone _____

For checking prior records, please provide other names under which you may be now or previously known.

For Human Resources Use Only. (Do not write in this space)

Drivers License (if Applicable)

Number_____

State_____

If you are under 18, please list your date of birth

_____ / _____ / _____

Availability

List the job (s) you are applying for _____ or check those areas of interest (places you would like to work):

☐ Aquatic Center ☐ 1/2 Day Camp ☐ Parks Maintenance ☐ Full Day Camp ☐ Tennis

☐ Challenge Course Facilitator ☐ Nature Camp ☐ Cabin Attendant ☐ Teen Camp

Summer Employment Only: Any objections to overtime work? ☐ Yes ☐ No Any objections to Holiday work? ☐ Yes ☐ No

First date available to work:_____ Last date available to work:_____ Any objections to weekend work? ☐ Yes ☐ No

Eligibility

If you have been employed by the City of Leawood previously, complete the following:

Dates of employment Position (s) held: Reason for leaving:

Are any of your relatives currently employed by the City of Leawood? ☐ Yes ☐ No

Name: Relationship:

Are you legally eligible to be employed in the U.S.? ☐ Yes ☐ No

Personal References

List two personal acquaintances who can give references of your character, ability and so forth. Do not include relatives or former employers.

Name	Address	Telephone	Occupation	Years Acquainted

Education

	Name of School	Address of School (City, State)	Graduate? Yes No	Major Subjects	Certificates, diploma, degree or number of credits
Junior High					
High School					
College					

Employment

List below your two most recent jobs: Do you authorize inquiry about you from your present or past employers listed below? ☐ Yes ☐ No

Company:	Location:	Phone:
Job Title:	Supervisor:	Dates Worked: From_____ to _____
Salary:	Reason for leaving:	
Company:	Location:	Phone:
Job Title:	Supervisor:	Dates Worked: From_____ to _____
Salary:	Reason for leaving:	

Skills & Experience

Check your skills, experiences or certifications which are appropriate to the position you are seeking:

Aquatic Center
_____ Lifeguard
_____ Swim Instructor
_____ Head Lifeguard
_____ Concessions
_____ Deck Attendant
_____ Front Desk
_____ Swim Coach
_____ Dive Coach

Youth Camps
_____ Handicrafts
_____ Dramatics
_____ Sports
_____ Games
_____ Music
_____ Campfire Building
_____ Art
_____ Conservation
_____ Wildlife
_____ Biology
_____ Natural Resources

Tennis
_____ Court Supervision
_____ Instructor

Athletics
_____ Field Supervisor

Challenge Course
_____ Low Ropes
_____ High Ropes

Certifications
_____ First Aid
_____ CPR

Certification

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION

Have you ever been convicted of any criminal offenses other than minor traffic violations? ☐ Yes ☐ No

(Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each conviction will be evaluated on its own merit with respect to time, circumstances and seriousness, in relation to the job for which you are applying. However, failure to disclose such information may disqualify you from employment consideration or termination of employment.)

I understand and agree that, as a condition of employment, and if employed, as a condition of continued employment, I may be required to submit to drug and alcohol screening tests in compliance with the City of Leawood's drug and alcohol policy and applicable Federal, State, and Local laws. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can receive and review a copy of the City's Drug and Alcohol Screening Policy upon request.

I authorize you to conduct a criminal background check, a driving record check, a credit check (if applicable), as well as personal and professional background checks, for the purpose of consideration of this application. You may contact any references, past and current employers, and any individual or organization that might be relevant to the position for which I am applying – except for those specifically excluded in writing on this application. I hereby release all of these references, employers, and other individuals/organizations from any and all liability for damages, including but not limited to personal injury, that might occur in connection with the processing of this application. I understand that any offer of employment is contingent upon the results of a background investigation, pre-employment physical examination, and drug screening test.

In filling out this application, I understand that the City of Leawood is in no way obligated to provide nor am I obligated to accept any offer of employment. I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified or misleading statements of fact will subject me to dismissal or disqualification.

The City of Leawood is an at-will employer. Either the employee or the employer can terminate the employment relationship at-will, with or without cause, at any time.

Signature:_____ Date:_____