



PARKS & RECREATION TEMPORARY/SEASONAL EMPLOYMENT APPLICATION

THE CITY OF GLENDALE IS AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER
24 hr. Job Information Line (623) 930-3699 • www.glendaleaz.com

INSTRUCTIONS: Answer all questions completely. Type or print all answers. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application or discharge from City Service.

GENERAL INFORMATION

Position(s) applying for:	<input type="checkbox"/> Adult Sports	<input type="checkbox"/> Adult Center Programs	<input type="checkbox"/> Youth After School Programs
<input type="checkbox"/> Aquatics	<input type="checkbox"/> Youth Sports	<input type="checkbox"/> Special Interest Class Instructor	<input type="checkbox"/> Licensed Childcare
<input type="checkbox"/> Teen Programs	<input type="checkbox"/> Park Maintenance	<input type="checkbox"/> Summer Baseball/Softball	<input type="checkbox"/> Summer Drop-In Recreation

Name: _____

Address: _____	City: _____	State: _____	Zip Code: _____
Phone: _____	Message Phone: _____	E-mail Address: _____	

Are you currently a regular City of Glendale employee? Yes: No: Employee Number: _____

Have you ever worked for the City of Glendale? Yes: No: Employment Dates (mo/yr): _____

Are any of your relatives* (marriage also), employed by the City of Glendale? Yes: No:

*If yes, please list name, relationship, and City department:

Name: _____ Relationship: _____ Department: _____

When are you available to work (check all that apply)?	Do you have a legal right to work in the U.S.? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> Overnight	All new hires are required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

EDUCATION TRAINING, AND SKILLS

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) may be required prior to hire.

Driver's License Information:

Do you have a valid Driver's License?	Driver's License Number:	State:	CDL?	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any CDL endorsements: _____

Do you have a High School Diploma or a G.E.D.? Yes No If no, indicate highest grade completed: _____

Education from an Accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional Registrations, Licenses, and/or Certifications that relate to this position:

Type of Professional Registration, License, and/or Certification:	License Number	Date Received:	Expiration Date

List any specialized training that relates to this position: _____

List equipment and/or computer software applications you are proficient in operating that relate to this position: _____

Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire(s).

PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:	Months:	Reason for wanting to leave:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:	Phone #		
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	Number of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	

Have you ever been terminated, discharged, or forced to resign due to misconduct or unsatisfactory service?

Yes No If Yes, please name the employer, explain the circumstances, and when (mo/yr):

Have you ever been convicted of a misdemeanor or felony, placed on probation, fined or given a suspended sentence at the federal, state, local, and/or military level?

Applicants are not required to report convictions that have been expunged by a court of law. A conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements.

Yes No If Yes, please explain:

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION BEFORE SIGNING BELOW.

By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from city service. I also authorize the City of Glendale's Human Resources Department or its Designee to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment. It is my responsibility to keep the Human Resources Department advised about any changes of address and/or phone number.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

EMPLOYMENT POLICY

Applicants are considered solely on the basis of their qualifications as required for the position they seek, and no discrimination is exercised because of their political or religious opinions or affiliations, or because of their race, creed, color, sex, national origin, age, physical/mental handicap or veteran status. A standard probationary period must be served. However, it may be shortened or extended depending on incumbent performance.

The City of Glendale is an Equal Opportunity Employer