

# City of Kettering Parks, Recreation and Cultural Arts Department Application Supplement

Have you worked for the City of Kettering in the past? Yes  No

If yes, when and in what position? \_\_\_\_\_

Please place a check mark next to your area of interest.

Year Round Positions		Summer Positions	
	Pre-School/Youth/Teen Programs and Special Events		Sports Camps/Programs
	Adult/Senior Programs and Special Events		Environmental Camps
	Senior Transportation Drivers		Youth and Teen Camps
	Programs and Events for Individuals with Disabilities		Special Needs Camps
	Camps for Individuals with Disabilities		Rosewood Arts Camps
	Rosewood Arts Centre		Parks Maintenance
	General Park Maintenance		Indoor Pool and Outdoor Water Park Staff (Lifeguards, Swim Instructors, Swim Lesson Aides, Water Park Attendants, Pool Management)
	Personal Fitness Trainer		
	Exercise Instructor		Pool Concessions Staff (Cashier, Concession Management, Concession Attendant)
	Gymnasium Staff		<b>Fraze Pavilion</b>
	Information Desk/Check-In Staff (all Parks, Recreation and Cultural Arts Facilities)		Crowd Management
	Indoor Ice Arena		Front of House Staff
	Indoor Pool Staff		Box Office Clerk
	Sports Programs		Ernie's Concessions ( <b>Required to be 21 years of age or older</b> )



CITY OF KETTERING

# Application for Employment

POSITION: \_\_\_\_\_

Full-Time \_\_\_\_\_  
Part-Time \_\_\_\_\_  
Temporary \_\_\_\_\_

BASIC EMPLOYMENT DATA			
A. GENERAL INFORMATION			
Name: _____			
Address: _____			
	City	State	Zip Code
Phone No. _____	Work Phone No. _____		
Cell/Other _____	E-Mail Address _____		
Social Security No. _____			
Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)			
_____			
Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)			
Operator's _____ Commercial Driver's License _____			
State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____			
_____			
Are you related to any City employee? YES _____ NO _____ If so, who is the City employee or part-paid volunteer firefighter and what is the relationship? _____			
Are you a minor (under 18) child or stepchild of a current City of Kettering employee or part-paid volunteer firefighter? YES _____ NO _____			
If yes, name of employee or part-paid volunteer firefighter _____			

B. EDUCATION AND TRAINING													
Circle the highest school grade completed.													
	<u>High School</u>					<u>College</u>							
	9	10	11	12		13	14	15	16	17	18	19	20
Degrees obtained or areas of study: _____													
List any job-related schools attended or vocational training received: _____													
_____													

**C. PAST WORK EXPERIENCE  
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
<b>Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.</b>					

**D. REFERENCES  
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

**CERTIFICATION:** I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any omissions or misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY EMPLOYER**

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.





**EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT**

**PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.**

**Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form. THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.**

<p><b>1. Position:</b></p> <p><u>PRCA Temporary/Seasonal</u></p> <p><input type="checkbox"/> Full-time  <input type="checkbox"/> Part-time  <input type="checkbox"/> Temporary</p>	<p><b>2. Date of Application:</b></p> <p>___/___/___  mo day year</p>	<p><b>3. Gender:</b></p> <p><input type="checkbox"/> M  <input type="checkbox"/> F</p>
<p><b>4. Race or Ethnic Origin:</b></p> <p><input type="checkbox"/> <b>White (not of Hispanic Origin)</b>  A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><input type="checkbox"/> <b>Black (not of Hispanic Origin)</b>  A person having origins in any of the Black racial groups of Africa.</p> <p><input type="checkbox"/> <b>Hispanic</b>  A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p><input type="checkbox"/> <b>Asian or Pacific Islander</b>  A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><input type="checkbox"/> <b>American Indian or Alaskan Native</b>  A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> <b>Other (Two or More Races)</b>  A person who identifies with two or more of the above race/ethnicity categories.</p>		

**PLEASE RETURN TO:**

City of Kettering  
Human Resource Department  
3600 Shroyer Road, Kettering, OH 45429  
FAX: 937-296-3371