



APPLICATION FOR TEMPORARY / SEASONAL EMPLOYMENT/VOLUNTEER
City of Overland Park, Kansas
An Equal Employment Opportunity - Affirmative Action Employer

Notice to Applicant:
 We appreciate your interest in the City of Overland Park and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in future upgrading. It is to your advantage to give complete and detailed answers to the questions in this application.

PERSONAL DATA	Name: _____ <small>(Last) (First) (MI)</small>			For Checking prior records, please provide other names under which your records exist.	For Human Resources Use Only. (Do not write in this space)
	Permanent Address: _____ <small>(Street No. & Name) (City, State) (Zip)</small>				
PERSONAL DATA	Telephone: _____ Email address: _____			Social Security Number	If you are under 18, please list your Date of Birth
	Alternate/Temporary Address: _____ <small>(Street No. & Name) (City, State) (Zip)</small>				
AVAILABILITY	List the job(s) you are applying for _____ or check those areas of interest (places you would like to work):				
	Pools <input type="checkbox"/> Athletics/Officiating <input type="checkbox"/> Youth Programs <input type="checkbox"/> Parks Maintenance <input type="checkbox"/> Golf Course <input type="checkbox"/> Tennis <input type="checkbox"/> Community Center <input type="checkbox"/> Volunteer <input type="checkbox"/> Arboretum <input type="checkbox"/> Farmstead <input type="checkbox"/>				
AVAILABILITY	If applying for summer employment, complete the following:			Any objections to overtime work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	First date available to work	Last date available for work	Any objections to weekend work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
ELIGIBILITY	If you have been employed by the City of Overland Park previously, complete the following:				
	Dates of employment	Positions held	Reason for leaving		
	Are any of your relatives currently employed by the City of Overland Park? <input type="checkbox"/> Yes <input type="checkbox"/> No				
PERSONAL REFERENCES	Name _____ Relationship _____				
	Are you legally eligible to be employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> 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	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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 AND EXPERIENCE	Check your skills, experiences, or certifications which are appropriate to the position you are seeking:			
	<p>COMMUNITY CENTER</p> <p>____ Custodial</p> <p>____ Maintenance</p> <p>____ Supervisor</p> <p>CERTIFICATES</p> <p>____ CPR</p> <p>____ First Aid</p> <p>TENNIS</p> <p>____ Instruction</p> <p>____ Court Supervision</p>	<p>POOLS</p> <p>____ Life Guard</p> <p>____ WSI <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>____ Senior Lifesaving <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>____ Manager</p> <p>____ Concessions</p> <p>____ Maintenance</p> <p>FARMSTEAD</p> <p>____ Animal Caretaker</p> <p>____ Concessions</p>	<p>ATHLETICS</p> <p>____ League Supervisor</p> <p>____ Timekeeper</p> <p>____ Scorekeeper</p> <p>____ Field Preparation</p> <p>GOLF COURSES AND PARKS</p> <p>____ General Labor</p> <p>____ Mowing</p> <p>____ Equipment Operation:</p> <p>____ Greens Maintenance</p>	<p>YOUTH PROGRAMS</p> <p>____ Handicrafts</p> <p>____ Dramatics</p> <p>____ Team Sports</p> <p>____ Games</p> <p>____ Music</p> <p>____ Storytelling</p> <p>____ Special Events</p> <p>____ Fields Trip</p> <p>____ Playground Supervision</p>

CERTIFICATION	<p>PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. Have you been convicted of any criminal offenses other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(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 result in disqualifying you from employment consideration or termination of employment.)</p> <p>In filling out this application form, I understand that the City of Overland Park is in no way obligated to provide employment, nor am I obligated to accept employment. I understand my application will remain on file for consideration for six months. I also understand that past employment records, police records, references, and other facts stated by me may be subject to inquiry. I hereby grant the City permission to check any of this information except where my written statement upon this form specifically requests that no investigation be made. I understand that if I am offered employment with the City, I may be required to submit to a physical examination and or drug screen and that such offer is conditioned by the results of the examination. I understand and acknowledge, if hired, I am subject to all laws, rules, regulations, policies and employee handbook requirements applicable to the position to which I am hired. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from the City service if I have been employed.</p>
	<p>_____ Signature</p> <p>_____ Date</p>