



Clarksville Parks & Recreation

Phone: 812-283-5313
Fax: 812-288-1380
Info@ClarksvilleParks.com

2000 Broadway Street
Suite 221
Clarksville, IN 47129



Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status. EOE

Position Applied For _____ Date Available to Start _____

Number of Hours Per Week _____ Are you available to work nights/weekends? YES NO

First Name _____ Last Name _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ E-mail Address _____

EMPLOYMENT HISTORY: Please begin with current or most recent job history. Include military service.

1. Employer _____ Position/Duties _____
Supervisor _____ Title _____ Phone _____
Start Date _____ End Date _____ Starting Pay Rate _____ Final Pay Rate _____
Reason for Leaving (if applicable) _____

2. Employer _____ Position/Duties _____
Supervisor _____ Title _____ Phone _____
Start Date _____ End Date _____ Starting Pay Rate _____ Final Pay Rate _____
Reason for Leaving (if applicable) _____

3. Employer _____ Position/Duties _____
Supervisor _____ Title _____ Phone _____
Start Date _____ End Date _____ Starting Pay Rate _____ Final Pay Rate _____
Reason for Leaving (if applicable) _____

EDUCATION: Years Completed: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20+

High School _____ Trade School or College _____

Please list any special skills, training, certifications or licenses which you believe are relevant to the job for which you are applying: _____

Do you have a relative/friend employed with us? YES NO

If yes, who? _____

Have you ever been convicted of a crime other than a minor traffic offense? YES NO

If yes, please explain _____

If applying for a position that requires driving, do you have an appropriate license? YES NO

If applying for a position that requires driving, have you ever been ticketed for a moving violation? YES NO

If yes, please explain _____

Are you a citizen of the United States? YES NO

If no, does your immigration status permit you to work? (must provide proof) YES NO

REFERENCES (other than previous employers or relatives)

1. Name _____ Phone Number _____ E-Mail _____

2. Name _____ Phone Number _____ E-Mail _____

3. Name _____ Phone Number _____ E-Mail _____

APPLICANT'S ACKNOWLEDGEMENT

I certify that the answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have given on this application as may be necessary for reaching an employment decision. I understand that if I am employed by the Clarksville Parks and Recreation Department, I am required to abide by all rules and regulations of the department. I understand, that unless otherwise defined by applicable law, any employment relationship with the Clarksville Parks and Recreation Department is of an "at will" nature, meaning I may resign at any time and/or the Clarksville Parks and Recreation Department may discharge me at any time with or without cause. *I understand that a background check and drug screening is required for employment.*

Applicant's Signature _____ Today's Date _____

OFFICE USE ONLY

Position _____ Supervisor _____ Start Date _____ Wage _____

Attention Supervisors: Applicant must first pass a pre-employment drug screening. Once cleared and you have hired the employee, please inform them to come to the park's office to complete paperwork. They will need to bring with them a current Driver's License or State-Issued ID Card, Social Security Card, and any certifications required for employment. If employee is 16 or 17, a work permit will also need to be obtained through their high school before employment can begin. If employee is 18 years of age or older, a background check will need to be completed through our office.