



# Kentwood Parks & Recreation Department

## Job and Volunteer Application

Legal Name \_\_\_\_\_

Last

First

Middle Initial

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Position sought? \_\_\_\_\_

Have you ever volunteered/worked here before? Y / N If so, when? \_\_\_\_\_

Do you have friends/relatives that are employed by the City of Kentwood? Y / N If so, who? \_\_\_\_\_

What hours are you available to work? \_\_\_\_\_ Date available for work: \_\_\_\_\_

What is the last date that you could work? \_\_\_\_\_ Are you a U.S. Citizen? Y / N

List prior addresses and dates of residences for the past ten years: (attach an additional sheet if needed)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List any prior experience, special qualifications or certifications you have, or hold, that pertains to the position you are applying for:

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List three references that have knowledge of your work, character, experience and ability:

Name	Phone number	Relationship/Basis of knowledge
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Have you ever been convicted of a criminal misdemeanor, felony, sexual offense or crime involving controlled substances? \_\_\_\_\_

If yes, List Offense	Date(s) of conviction	State, City, and name of court

List the last two jobs that you have held, beginning with your present, or last, job.

1. Employer Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job performed \_\_\_\_\_  
Starting rate \$ \_\_\_\_\_ Hr/Salary      Final rate \$ \_\_\_\_\_ Hr/Salary

2. Employer Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job performed \_\_\_\_\_  
Starting rate \$ \_\_\_\_\_ Hr/Salary      Final rate \$ \_\_\_\_\_ Hr/Salary

I am applying for a position with the Kentwood Parks & Recreation Department. I agree to follow the direction and supervision of department personnel and follow all rules and policies. I attest that the following information is accurate and complete, and that I will inform the department of any changes in the information as soon as it occurs. I understand that any false answers or misleading statements as well as misrepresentations by omission made by me will be sufficient for my immediate dismissal. I will give my best effort to provide the participants I work with a safe environment. I agree to promptly inform the department of any safety or other concerns which I may have in regard to my involvement with the department's programs.

I authorize the City to investigate my background and obtain information regarding any criminal convictions or allegations of criminal conduct relating to theft, dishonesty, assault, sexual assault, and controlled substances. The City is authorized to secure any necessary information from all prior employers, personnel, references, law enforcement agencies, or other persons and entities and public records. I hereby release and hold harmless any person or entity from liability arising from their giving or receiving information about my employment, criminal record, or volunteer history. Furthermore, I authorize the City of Kentwood and the Kentwood Parks and Recreation Department to use photographs of the participant for its own advantage, including, but not limited to, reproducing photographs of the participant in brochures and other publicly distributed promotional literature. I acknowledge and agree that neither I nor the participants are entitled to any compensation for any use of the photographs I certify that all statements contained here in are true and complete. A photocopy of this release may be used for all purposes.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_