



CITY OF SHAWNEE

11110 Johnson Drive
Shawnee, Kansas 66203
(913) 631-2500
www.cityofshawnee.org

APPLICATION FOR EMPLOYMENT - POOL STAFF

NOTICE: Information on this application form will be used to judge your qualifications and evaluate your education and experience. You can be credited only with the education and experience shown.

POSITION APPLYING FOR: Lifeguard Concessions Front Desk Management Swim Instructor

If management please specify: _____

Date: _____

PERSONAL INFORMATION

Name: _____ Social Security Number: _____
First MI Last

Address: _____
Street City, State Zip

Telephone: _____
Home Number Daytime Number Cell Phone Number

Email Address: _____

Driver's License: _____
Number State Type

Employment Referral: Indicate the name of the website, newspaper, employee, school, etc. which referred you for employment: _____

ELIGIBILITY

Are you 14 - 15 years old? Yes No

Are you 16 or older? Yes No

Do you have a legal right to work in the United States? (check one):

US Citizenship Permanent Resident Status Other (specify) _____

Do you have any relatives working for the City of Shawnee? Yes No

If yes, indicate: Department: _____ Relationship: _____

Have you ever been convicted of a crime or misdemeanor other than a traffic violation? Yes No

If yes, please give dates and explain conviction:

Date: _____ Conviction: _____

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 you are applying for. Failure to disclose such information may result in disqualification of consideration from employment, or termination if employed.

EDUCATION

Do you have a high school diploma: Yes No

If you did not complete high school, do you have a GED? Yes No

Are you fluent in a language other than English? Yes No If yes, which one(s)?: _____

SKILLS & TRAINING

Please list all current certifications and skills related to job duties: _____

EMPLOYMENT RECORD

Notice: Start with your most recent employment record in reverse order. Include all previous employment. You may use additional paper if necessary.

Company: _____ Position _____ FT ____ / PT ____

Address: _____ City _____ State _____ Zip _____

Dates: From: _____ to _____ Salary: \$ _____

Supervisor's Name: _____ Telephone Number: _____

Job Duties: _____

Reason for Leaving: _____

Company: _____ Position _____ FT ____ / PT ____

Address: _____ City _____ State _____ Zip _____

Dates: From: _____ to _____ Salary: \$ _____

Supervisor's Name: _____ Telephone Number: _____

Job Duties: _____

Reason for Leaving: _____

If currently employed, why do you desire to change positions? _____

Have you ever been fired or asked to resign from any job? Yes No

If yes, explain: _____

May we contact your present employer as to your qualifications and character? Yes No

If no, explain: _____

Have you ever supervised a group of employees? Yes No

If yes, indicate number, type of employees and years of supervisory experience: _____

Have you worked for the Shawnee Pools in the past? Yes No

If yes, what season(s)? _____

What is the first day that you are eligible for employment? _____

Please list the vacation dates you would need during the 2010 season: _____

Note: A maximum of 10 vacation days may be given during seasonal employment.

***REFERENCES**

NAME ADDRESS TELEPHONE OCCUPATION YEARS ACQUAINTED

*May not be a relative.

COMMENTS

Why do you want to work for the City of Shawnee at the Municipal Pools? _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from City service if I have been employed.

Signature: _____ Date: _____

The City of Shawnee is an Equal Opportunity Employer

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DSS