



**CUYAHOGA FALLS PARKS AND RECREATION
APPLICATION FOR EMPLOYMENT
(Please Print Legibly)**



**Submit applications to the Parks & Recreation Department, 2310 Second Street, Cuyahoga Falls, OH 44221
Applications will be kept up to six (6) months. You will be called if your qualifications / availability meet our requirements.**

Name _____

Street _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 _____

Email _____

Date you can begin work: _____

Can you work weekends & holidays? Yes No

How many hours a week are you available to work?
 10-15 16-20 21-29 30-40

When are you available to work (check all that apply)?
 Mornings (5-10 am) Afternoons (10 am-6 pm) Evenings (6-11 pm)

SKILLS/CERTIFICATIONS

List special training, skills, experience and certifications: _____

EDUCATION – select number of years completed

High School: 1 2 3 4 College: 1 2 3 4 5 6

High School _____ College _____

Technical/Trade School _____ Degree _____ Major _____

Do you have a valid State of Ohio Driver's License? Yes No

Do you have a Commercial Driver's License (CDL)? Yes No
 If yes, which class? A B

GENERAL INFORMATION

Are you legally authorized to work in the United States? Yes No

Are you age 18 or older? Yes No

Do you smoke/use other tobacco products (such as chewing tobacco)? Yes No

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying, with or without reasonable accommodations? Yes No

Please describe any accommodations required: _____

JOB OPTIONS

(mark all interested options)

PARKS

____ Park Maintenance

____ Lodge Maintenance

NATATORIUM

____ Certified Lifeguard

____ Member/Guest Services

____ Maintenance/Cleaning

____ Certified Fitness Staff
(Group/Youth/Water)

____ Kids' Castle Babysitting

WATER WORKS AQUATIC CTR

____ Certified Lifeguard

____ Member/Guest Services

RECREATION / QUIRK CENTER

____ Park Staff

____ Sports Staff

____ Guest Services

____ Class Instructor

____ Maintenance/Cleaning

BROOKLEDGE GOLF

____ Guest Services

____ Grounds Maintenance

DOWNVIEW SPORTS CENTER

____ Guest Services

____ Grounds Maintenance

EMPLOYMENT HISTORY

Have you previously been employed by the City of Cuyahoga Falls? ___Yes ___No If yes, when? _____

List most recent place of employment first:

<u>Place of Employment / Address / Phone</u>	<u>Time Employed</u> From: To:	<u>Supervisor's Name</u>	<u>May We Contact This Employer?</u>
<u>Position Held</u>	<u>Duties</u>	<u>Reason for Leaving</u>	
<u>Place of Employment / Address / Phone</u>	<u>Time Employed</u> From: To:	<u>Supervisor's Name</u>	<u>May We Contact This Employer?</u>
<u>Position Held</u>	<u>Duties</u>	<u>Reason for Leaving</u>	
<u>Place of Employment / Address / Phone</u>	<u>Time Employed</u> From: To:	<u>Supervisor's Name</u>	<u>May We Contact This Employer?</u>
<u>Position Held</u>	<u>Duties</u>	<u>Reason for Leaving</u>	

REFERENCES

Name and Address	Occupation	Phone

I certify that the personal data I have provided in this application is accurate and I understand that the willful withholding of information or falsification of any entry may be the basis for dismissal. I hereby authorize release of any personal record of prior employment, scholastics, medical records, or records possessed by any law enforcement agency without recourse to confirm this data. If hired, I will abide by the regulations of my employer. I understand that if offered employment, I may be asked to sign an authorization for release of medical records prior to being hired by the City of Cuyahoga Falls and I must refrain from using any tobacco products for the duration of my employment with the City of Cuyahoga Falls Parks and Recreation Department.

Signature

Date

PLEASE NOTE: THE CITY PAYS BY DIRECT DEPOSIT, THEREFORE IT IS NECESSARY THAT YOU HAVE EITHER A SAVINGS OR CHECKING ACCOUNT TO BE EMPLOYED BY THE CITY OF CUYAHOGA FALLS

**Please return to:
Cuyahoga Falls Parks and Recreation
2310 Second St
Cuyahoga Falls OH 44221**

EO/AE The City does not discriminate on the basis of age, sex, race, or color, national origin, religion or disability.

WORK PERMIT INSTRUCTIONS

**WORK PERMIT: Every minor 14 – 17 years of age.
Must have a working permit.**

Students must obtain a work permit in the school district they attend (or would attend if they attend a private school). Work permit applications are available through the Board of Education Offices, the Guidance Offices or High School Vocational Offices, Cuyahoga Falls High School # is 330-926-3800, Woodridge Local Schools # is 330-929-3191, Stow-Munroe Falls City Schools # is 330-689-5309, Akron Public Schools # is 330-761-2731 and Tallmadge Public Schools # is 330-633-3291. The “Age & Schooling Certificate” must be signed by the student when he/she returns the completed work permit. If you have questions regarding the law, you may call the Ohio Department of Commerce at 1-614-644-2239.

The work permit has three sections that must be completed and returned before the permit can be processed. These sections are:

1. **Parental Consent** – This section must be signed by the custodial parent or legal guardian before the permit may be processed. **PLEASE TAKE** your certified birth certificate with you.
2. **Pledge of Employer** – The employer must complete this section and sign where appropriate. The “specific nature of employment” must be clearly stated.
NOTE: The exact hours must be entered. The term “varies” is not acceptable.
3. **Physician’s Certificate** – A physical is required before the permit may be issued. Physicals are valid for a period not to exceed one year from the date of issuance.

When all three sections of the application are completed, return it to the Board of Education Office, **IN PERSON**, so that you may sign the Age & Schooling Certificate. You should not be scheduled for work until your permit has been processed. However, if your employer requires proof that your application is being processed, a letter stating this may be obtained from the Pupil Services Department at the Board of Education Office.

NOTE: The work permit is valid only for the employment for which it was processed. A new work permit is required for each new employer.

If you are not 18 years of age, but have graduated from high school, you do NOT need a work permit.

Any questions regarding your work permit application and requirements may be directed to the Board of Education Offices within your school district.



REVISED: 6/2009