



**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 _____

Do you wish to work: Full Time Part Time Temporary/Seasonal

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: _____

MARK JOB CHOICES:

PARKS

____ Park Maintenance
 ____ Lodge Custodian

NATATORIUM

____ Lifeguard
 ____ Front Desk/Operations
 ____ Event Staff
 ____ Maintenance/Cleaning
 ____ Certified Fitness Instructor (Group/Youth/Water)
 ____ General Fitness Staff
 ____ Kids' Castle Babysitting

WATER WORKS AQUATIC CTR

____ Admissions
 ____ Lifeguard
 ____ Concessions
 ____ Maintenance

RECREATION

____ Park Supervisor
 ____ Scorekeeper
 ____ Class Instructor

BROOKLEDGE GOLF

____ Grounds Crew
 ____ Mechanical
 ____ Concession/Cashier
 ____ Range Picker
 ____ Ranger/Starter

DOWNVIEW SPORTS CENTER

____ Front Desk/Operations
 ____ Maintenance/Range Picker

QUIRK CULTURAL CENTER

____ Front Desk/Clerical
 ____ Maintenance
 ____ Class Instructor

(OVER)

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>
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<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