

# Village of Key Biscayne Parks & Recreation Department EMPLOYMENT APPLICATION



Please print all information.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Street, Apt. #)

\_\_\_\_\_

(City, State, Zip Code)

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Position Applying For:

\_\_\_\_ Customer Service/Desk Attendant

\_\_\_\_ Camp Counselor

\_\_\_\_ Lifeguard/Head Lifeguard

\_\_\_\_ Personal Trainer

\_\_\_\_ Recreation Room Monitor

\_\_\_\_ Group Exercise Instructor

\_\_\_\_ Toddler Room Monitor/Child Care

\_\_\_\_ Program Instructor

List present certifications (fitness, group exercise and lifeguarding positions *require* that you have current relevant certifications): \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

List 2 references of people who are not related to you who know your work-related qualifications. (Supervisors preferred)

Name

Phone Number

Relationship

1. \_\_\_\_\_

2. \_\_\_\_\_

## EDUCATION

College: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Trade School: \_\_\_\_\_

Other: \_\_\_\_\_

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## WORK EXPERIENCE

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company: \_\_\_\_\_

City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company: \_\_\_\_\_

City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company: \_\_\_\_\_

City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Please use this space for any additional information you think would help us evaluate your application: including personal interests, organizations, training seminars, workshops, special achievements or special skills.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your primary language? \_\_\_\_\_ Do you speak any other languages fluently? \_\_\_\_\_

## AVAILABILITY

Please let us know the times you **ARE AVAILABLE** to work on the following days:

(Note: the Community Center is open weekdays from 6 AM to 10 PM and weekends from 8 AM to 8 PM.)

- MONDAYS \_\_\_\_\_
- TUESDAYS \_\_\_\_\_
- WEDNESDAYS \_\_\_\_\_
- THURSDAYS \_\_\_\_\_
- FRIDAYS \_\_\_\_\_
- SATURDAYS \_\_\_\_\_
- SUNDAYS \_\_\_\_\_

Special Considerations: \_\_\_\_\_

Desired number of hours/shifts per week: \_\_\_\_\_

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## **AUTHORIZATION/CONSENT**

During the application process and at any time during the tenure of my employment/service with the Village of Key Biscayne, I hereby authorize ChoicePoint Services Inc., on behalf of the Village of Key Biscayne to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number \*

\_\_\_\_\_  
Date of Birth \*

*\* For identification purposes only*

**Please attach a copy of your driver's license to this application.**

## **BACKGROUND VERIFICATION DISCLOSURE**

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.