City of Cedar Rapids
Seasonal Employment Application

Print Form

Please send applications to the hiring department listed below:

All **Golf** applications:	All **Parks Maintenance** applications:	All **Aquatics** applications:	All **Recreation** applications:
Golf Operations	Parks Operations	Aquatic Office	Northwest Recreation Center
500 15th Avenue SW	500 15th Avenue SW	4900 Council Street NE	1340 11th Street NW
Cedar Rapids, Iowa 52404	Cedar Rapids, Iowa 52404	Cedar Rapids, Iowa 52402	Cedar Rapids, Iowa 52405
Hours: 7:30 am - 4:30 pm M - F	Hours: 7:30 am - 4:30 pm M - F	Hours: 8:00 am - 5:00 pm M - F	Hours: 8:00 am - 5:00 pm M - F
Phone: 286-5588	Phone: 286-5750	Phone: 286-5566	Phone: 286-5566
Fax: 540-8843	Fax: 540-8843	Fax: 538-0020	Fax: 538-0020

First Name	Last Name	Middle Initial	Primary Phone	Secondary / Mobile Phone

Mailing Address	E-mail Address

City	State	Zip	County of Residence

Position for which you are applying:

Available to start work on:

How did you hear about this opening?

If you are under the age of 18 list your date of birth:

Are you eligible to work in the United States? ☐ Yes ☐ No

Are you a veteran of the US Military? ☐ Yes ☐ No

Check all types of work you will accept: ☐ Day-time ☐ Evenings ☐ Weekends ☐ Anytime ☐ Part-time

Are you now or have you ever been employed by the City? ☐ Yes ☐ No **If yes**, list position title and date(s).

Have you ever been convicted of a misdemeanor or felony? ☐ Yes ☐ No **If yes**, please explain, including date(s).

The existence of a conviction record will not automatically disqualify you from the job. It will be reviewed along with other information that is relevant to the position.

Are you currently required to register as a sex offender in this or any other jurisdiction? ☐ Yes ☐ No **If yes**, please explain, including date(s) and location of incident.

In the last 10 years, have you been discharged, suspended, or asked to resign from employment for disciplinary reasons?
☐ Yes ☐ No **If yes**, give name of company and reason.

List the name(s), department and relationship of any relatives working for the City of Cedar Rapids. If none, so indicate.

Highest degree received: ☐ High School/GED ☐ Technical ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate

Name of School or Training Program	State	Major/Minor or Certificate Earned

Professional Licenses or Memberships:

Valid Driver's License:	☐ Yes	☐ No	State of Issue:				Driver's License Number:
CDL:	☐ Yes	☐ No	Class:	☐ A	☐ B	☐ C	Endorsements:

A	Name of present / last employer	Your Job Title	Type of Business

City, State of employer	Supervisor's name	Supervisor's title	Supervisor's phone

May we contact? ☐ Yes ☐ No	Hours per week	Start Date	End Date	Starting Pay	Ending Pay

Explain the specific reason for leaving / wanting to leave

Describe job responsibilities

B	Name of present / last employer	Your Job Title	Type of Business

City, State of employer	Supervisor's name	Supervisor's title	Supervisor's phone

May we contact? ☐ Yes ☐ No	Hours per week	Start Date	End Date	Starting Pay	Ending Pay

Explain the specific reason for leaving / wanting to leave

Describe job responsibilities

Experience: Check all that apply.

Equipment	Years Used	Office Skills	Years Used	Certifications	Years Used
		☐ Typing (WPM)		☐ First Aid	
☐ Manual transmission		☐ Microsoft Office Suite		☐ Lifeguard	
☐ Automatic transmission		☐ Telephone		☐ CPR	
☐ Automatic mowing equipment		☐ Customer Service		☐ CPR-P	
☐ Manual mowing equipment		☐ Cash Register		☐ WSI	
☐ Other (Specify)		☐ Other (Specify)		☐ LGI	

Age groups you have worked with or have experience with. List years of experience in the space provided.

- ☐ 5 & under _____
- ☐ 6 to 13 _____
- ☐ 14 to 18 _____
- ☐ Adult _____

Positions of interest: (Place a "1" by positions you are most interested in and a "2" by those you have some interest in.

- ____ Youth Sports
- ____ Adult Sports
- ____ Lifeguarding / Swimming Pools
- ____ Preschool / School Age Activities
- ____ Cashier / Concession Work
- ____ Clerical
- ____ Maintenance
- ____ Art / Music / Dance
- ____ Golf
- ____ Special Populations
- ____ Greenhouse
- ____ Old McDonald Farm
- ____ Other (specify)

The City of Cedar Rapids is an Equal Opportunity Employer.

All information provided is evaluated for relevance to the open position.

Application assistance provided for the disabled upon request.

I hereby certify that the answers and information given on this application and accompanying documents are true and correct and without consequential omissions of any kind whatsoever. I authorize all previous employers to furnish the City of Cedar Rapids, to the extent permitted by law, my reasons for leaving, and all other information they may have concerning me. I release them and the company from all liability that may arise from such investigation. I also authorize officials of education institutions that I have attended herein to give any information to verify listed education. I agree to submit to a pre-placement post-offer physical examination before hiring and/or any time after hiring if required, at City expense. I hereby acknowledge the City of Cedar Rapids is notifying me of intent to conduct drug or alcohol testing in connection with my employment, or workers compensation benefits. I understand also that the City may, at its discretion, any time during my employment with the City, conduct a credit report of my person. I consent to the city of Cedar Rapids, Iowa, retaining whatever outside investigators, credit reporters, doctors, pathologists, labs, Iowa Court System web site and/or other similar public records, etc., to conduct this testing and/or investigation. I understand that I may, if I request, see the results of third party testing, investigations, etc., and have an opportunity to refute the finding. I further understand and certify that a xerographic copy of this statement and my signature is as valid as the original for the purposes named above. The existence of a conviction record will not automatically disqualify me from the job. I twill be reviewed along with other information that is relevant to the position. By signing this application, I authorize the City to make investigations and I indicate my awareness that false statements for failures to disclose certain information may be sufficient to disqualify me for employment or, if employed, may result in my dismissal.

Signature of applicant: _____ Date: _____

Open positions with the City of Cedar Rapids are updated weekly at the following website address.
http://www.cedar-rapids.org/local_government/departments_g_-_v/human_resources/employment_opportunities.php
Positions are also listed on our job line (319) 286-5095