

# APPLICATION FOR EMPLOYMENT

Lee's Summit Parks & Recreation Board  
220 SE Green Street  
Lee's Summit, MO 64063

Phone (816) 969-1500 • Fax (816) 969-1515

*An Equal Opportunity Employer*



## ***Instructions for Completion***

**One.** Fill in all parts of this application as completely as possible. Include full street, city and zip code where requested. Supplying all of the information that we ask for will allow us to give your qualifications the fullest consideration. Incomplete applications may be eliminated from further consideration in our employment process. Please type or print legibly using black or blue ink only. Please do not use pencil.

**Two.** If a section or question on this form does not apply to you, place "N/A" in that particular section or question. Those sections that may not apply to you include:

- Military Background
- Technical, Trade, Correspondence or Business School
- Colleges and Universities

All other areas of the application should be completed.

**Three.** Please ensure that you list all of your previous employers. If you have more than four previous employers you should attach additional sheets utilizing the same format as the application. Additional employment history forms are available from the Human Resources Department.

Thank you for your interest in the City of Lee's Summit Parks and Recreation

Date \_\_\_\_\_ Seeking: Full Time  Part Time  Position \_\_\_\_\_

Please select all other positions of interest:

Legacy Park Community Center

- Site Supervisor
- Service Representative
- Custodian
- Child Care Attendant
- Fitness/Gym Attendant
- Swim Instructor
- Fitness Instructor
- Personal Trainer

Harris Park Community Ctr

- Site Supervisor
- Service Representative

Athletics

- Site Supervisor
- Concession Att.
- Referee
- Score Keeper

Gamber Center

- Site Supervisor
- Service Rep.
- Custodian
- Cook
- Fitness Attendant
- Personal Trainer
- Fitness Instructor

Seasonal

- Camp Manager
- Counselor
- Counselor Aide

Instructionals

- Site Supervisor
- Instructor

**PERSONAL INFORMATION**

\_\_\_\_\_  
Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

\_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

\_\_\_\_\_  
School Address (if applicable) \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Hm Phone # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_ Email \_\_\_\_\_

SSN# \_\_\_\_\_ Driv. Lic. # \_\_\_\_\_ ST \_\_\_\_\_ Are you 18 yrs or older? Y N

**EDUCATION**

Did you graduate from high school? No Yes Year \_\_\_\_\_

If no, last grade completed \_\_\_\_\_ Year completed \_\_\_\_\_

Do you have a certificate of equivalence or GED? No Yes Date received \_\_\_\_\_

**College and University(ies) attended:**

Name \_\_\_\_\_ Date attended \_\_\_\_\_

Address \_\_\_\_\_

Subjects taken \_\_\_\_\_

Degree(s) obtained \_\_\_\_\_

**Military, technical, trade, correspondence or business schools attended:**

Name(s) \_\_\_\_\_ Dates attended \_\_\_\_\_

Location(s) \_\_\_\_\_

Subjects taken \_\_\_\_\_

**Have you served in the Armed Forces?** No Yes Dates served \_\_\_\_\_

Branch of service \_\_\_\_\_ Rank of discharge \_\_\_\_\_

Occupational Specialty \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please give accurate, complete, full-time and part-time employment record.  
Start with present / most recent employer.

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of employment \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Job Title/Description \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of employment \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Job Title/Description \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of employment \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Job Title/Description \_\_\_\_\_

May we contact your present employer?      No              Yes

Have you ever been employed by the City of Lee's Summit?      No              Yes  
If yes, what department? \_\_\_\_\_ Position \_\_\_\_\_  
Employment Dates \_\_\_\_\_

What is the minimum salary you will accept? \$ \_\_\_\_\_

**REFERENCES**

Please list professional references, no personal friends or relatives.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_

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**CONVICTION RECORD INFORMATION**

Have you ever been convicted of a felony, misdemeanor or other violation of law (other than a minor traffic violation)? NO YES

Are you subject to any pending charges at this time? NO YES

Charge	Nature of Offense	Date	City/State Disposition of Case

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If you answered "yes" to either of the above questions, please complete the chart below.

**RELEASE TO OBTAIN POLICE, BACKGROUND, OTHER INFORMATION**

I \_\_\_\_\_, born on \_\_\_\_\_, hereby authorize the City of Lee's Summit Parks and Recreation Board (LSPR) to obtain a full report from the local police department, any other law enforcement agency or any credit reporting agency concerning my credit status and reputation as well as my personal characteristics and my mode of living if applicable. I understand that the information thus obtained may be used in determining whether to offer me employment with the LSPR. I understand that my birth date may be used for a background check and not to discriminate on the basis of age.

Employment may be refused to any individual who is subject to a pending criminal charge, has been convicted of a felony, misdemeanor or other offense, or is not bondable (where bondability is required), if the circumstances of the pending charge or conviction substantially relate to the circumstances of the particular job. Any false information or omission on this form will disqualify you from further consideration for employment and will be grounds for dismissal, if discovered at a later date. I agree to immediately notify LSPR of any changes in this information while my job application is pending or during employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**MEDICAL TESTS AND DRUG SCREENS**

I understand and agree that I may be required to take one or more physical examinations, including a drug screen, as a condition of employment after I have been made a conditional offer of employment. I agree and consent to take such examinations at such times as directed by the LSPR, and I release LSPR, the City, officers, employees, and agents from any claim arising in connection with such examinations or their use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICANTS - PLEASE READ CAREFULLY AND SIGN**

I certify that all answers and statements herein contained are true and complete, and I understand that any misstatement or omission of fact will be sufficient cause for dismissal or disqualification. I hereby authorize the verification of the information on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_