

City of Hartselle Human Resources
200 Sparkman St. N.W., Hartselle, AL 35640
Email: mlaney@hartselle.org
Office #: 256-773-2535; Fax #: 256-773-2257

CITY OF HARTSELLE PARK & RECREATION
Application for Seasonal Employment

*Must be at least 16 years of age to work for the City of Hartselle

Position applying for _____ Assistant Pool Manager (Requires Lifeguard & CPR Certification)
_____ Water Safety Instructor (Requires WSI, Lifeguard & CPR Certification)
_____ Lifeguard (Requires Lifeguard & CPR Certification)
_____ Lead Concession
_____ Concession/Cashier
_____ Park Maintenance

Name _____
Last First Middle

Address _____
Street City State Zip

*Date of Birth _____ Telephone/Cell # _____ Other contact # _____

Email address _____ Driver's License #/State _____

Date available for work _____ Ending date _____
(Date returning to school – unable to continue working)

Hours desired: ___ Full time (>30) ___ Part time (<20) Are you available: Nights/Weekends: Yes ___ No ___

Have you been employed by the City of Hartselle before? Yes ___ No ___ If yes, when _____

Can you perform the essential functions of this position? If no, what accommodations would you require to perform the essential functions of this position? _____

Have you ever been terminated from a job for cause? Yes ___ No ___ If yes, explain _____

SKILLS AND QUALIFICATIONS – List any skills, licenses, certificates, or training which are related to the job you seek. Include machinery/equipment you can operator and computer software proficiency.

EDUCATIONAL BACKGROUND

	School Name and Address	Course of Study Or Major	Years Completed	Type of Diploma or Degree Received
High School				
Undergraduate School				
Graduate School				
Technical School				

EMPLOYMENT HISTORY – Provide the following information for your past 2 employers, assignments, or volunteer activities, starting with the most recent.

Employer Name & Address _____

Supervisor Name and Company Phone # _____

Employment Dates: From _____ To _____ Job Title _____

Ending Salary _____ Reason for Leaving _____

Primary Duties _____

Employer Name & Address _____

Supervisor Name and Company Phone # _____

Employment Dates: From _____ To _____ Job Title _____

Ending Salary _____ Reason for Leaving _____

Primary Duties _____

PERSONAL REFERENCES (Do not include relatives or past employers)

Name & Address _____

_____ Phone # _____ Years Known _____

Name & Address _____

_____ Phone # _____ Years Known _____

Name & Address _____

_____ Phone # _____ Years Known _____

APPLICANT’S CONSENT AND AGREEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date.

I authorize all references to give the City of Hartselle any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the City of Hartselle from liability for any damage that may result from furnishing same to the City of Hartselle.

I understand and agree that I will be required to pass a background check, and take a physical, drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to the City of Hartselle for its use. I understand that any positive drug or alcohol result may preclude my employment.

I acknowledge that if I am hired I will be able to provide proof of identity and legal work authorization. I understand that I must be at least 16 to work for the City of Hartselle. I have reviewed the requirements for the job for which I am applying and I am able to perform the tasks with or without reasonable accommodation.

If employed by the City of Hartselle, I agree to review and abide by the Alabama Code of Ethics, 36-23-1 through 20, AL Code 1975 and policies and procedures of the City of Hartselle which include the Personnel Handbook, Safety Handbook and departmental procedures. I further understand that while in a seasonal status, my employment can be terminated with or without cause or notice, at any time, at the discretion of the City of Hartselle or myself. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I realize that no representative of the City of Hartselle other than the Human Resources Administrator or an Appointing Authority has any authority to enter into any agreement, oral or written, on behalf of the City of Hartselle for a term of employment or to make any assurance or promise of continued employment.

By selecting this check box and entering my name below I am electronically signing this form.

Signature _____ Date _____

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