

CITY OF SPOKANE PARK OPERATIONS IS TAKING APPLICATIONS

Park Operations is a division of the City of Spokane Parks and Recreation Department and is currently taking applications for temporary seasonal employees to work at our City Parks.

Duties: Watering, Janitorial, and Grounds Keeping.

**Location: Park Operations
 2304 East Mallon Avenue
 Spokane WA 99202**

Applicants must meet the following requirements:

- **Must be 18 years or over**
- **Must possess a valid Driver's License with a good driving record**
- **Must pass a Criminal Background Check**
- **Must be available to work a 40-hour week beginning at 6 am plus weekends and holidays**

Please complete application and return to:

**Park Operations
2304 East Mallon Avenue
Spokane WA 99202
Phone: (509) 363-5455
Hours: 7:30 am to 4 pm
(Closed 12 Noon to 1 pm)**





Park Operations
 2304 E Mallon
 Spokane, WA 99202
 (509)363-5455



An Equal Opportunity Employer

TEMPORARY SEASONAL EMPLOYMENT APPLICATION

All questions on this form must be answered in complete detail. If a question does not apply to you, write "NA" (Not Applicable).
PLEASE PRINT OR TYPE ALL INFORMATION

PERSONAL

Position Applied For: _____

Name: _____
Last First M.I.

Mailing Address: _____
Number Street City State Zip

Email Address: _____ Day Phone: () _____

Cell Phone: () _____ Are you over age 18? Y N If not, date of birth: _____

EDUCATION

	<u>Years Attended</u>	<u>Year Graduated</u>
High School: _____		
College: _____		
Trade School: _____		
Major: _____ Degree: _____		
Other Schools Attended: _____		

SKILLS

Typing speed: ___ WPM ___ KPM Shorthand Speed: ___ WPM (For clerical applicants only)

Trade Skills (plumbing, electrical, carpentry, etc): _____

Heavy Equipment Operated: _____

MISCELLANEOUS

Answer all of the following by placing an "X" in the proper column.
 If an answer to any question is "YES", explain on the reverse side.

YES NO

1. Have you worked for the City prior to this time?

2. Do you have a relative who works for the City of Spokane? If so, please give that relative's name and the department he/she works in:

3. Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for lay off because of lack of work?

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Beginning with your present position, or more recent employment and working back to school graduation if necessary, list the last three positions you held:

May inquiries be made of your present employer? YES NO

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1. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

2. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

3. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

4. Employer: _____
Employer Address: _____ Phone: _____
Immediate Supervisor: _____
Job Title: _____
Dates Worked: _____ Reason for Leaving: _____
Job Responsibilities: _____

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Use this space for necessary explanations. (Indicate question). List any other directly related experience. If more space is needed, please attach sheet.

NOTE: A pre-employment physical and/or drug test may be required depending on the position applying for.

OATH OF APPLICATION

I hereby certify that I have read all of the above questions and statements and fully understand their intent and meaning. I further certify that all responses are true and correct to the best of my knowledge and belief.

I understand and agree that all statements in this application are subject to investigation and verification. I am aware that any false or dishonest answer to any question on this application shall be grounds for dismissal if already appointed.

Signature: _____ Date: _____

SUPPLEMENTAL APPLICATION FOR EMPLOYMENT

PARK OPERATIONS
2304 East Mallon Avenue
Spokane, WA 99202
(509) 363-5455

(Please type or print clearly)

Name: _____

Today's Date: _____

Address: _____

Day Phone: _____

City/State/Zip: _____

Cell Phone #: _____

E-mail address: _____

PARK MAINTENANCE SKILLS

(Be Specific)

Power equipment operated (*mowers, edgers, etc.*) _____

Heavy equipment operated (*tractors, backhoe, etc.*): _____

Trade Skills (*plumbing, irrigation, electrical, carpentry, etc.*): _____

What experience have you had with greenhouse work, trees, turf care, and plants in general?

List other special training, workshops, and skills you have that may qualify you for this position:

High School and College Maintenance or Horticulture related courses: _____

Are you able to perform heavy labor? Yes____ No____(You may be asked to demonstrate)

Are you at least 18 years old? Yes_____ No_____

Do you have a valid Washington State Driver's License? Yes_____ No_____ (If no, which state?) _____

Do you have a valid CDL? Yes_____ No_____

Any other Certifications or Licenses? _____

Have you had any moving citations/accidents in the last 3 years? Yes_____ No_____ If yes, please explain: _____

Availability: Full Time Part-time Temporary Summer

Date Available: _____ Hours Available: _____

NOTE: If hired, this will be temporary work. There are no fringe benefits. Work is subject to weather and business conditions. You may not be guaranteed a certain number of hours per week. You may be required to work nights, days, weekends, and/or holidays. Temporary/seasonal employees can work no more than 960 hours in one 12-month period.