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)
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

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: __________

Name of School Years Attended Year Graduated

High School: ____________________________
College: ____________________________
Trade School: ____________________________

Major: __________ Degree: __________

Other Schools Attended: ____________________________

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

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

Heavy Equipment Operated: ____________________________

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 ☐

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

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

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

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

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.