

LAST

FIRST

MIDDLE

City of Princeton

Employment Application

Princeton

IN



CLERK OFFICE USE ONLY

Date Given: _____

By: _____

Returned: _____

Employment History

(List your most recent position first)

1

Employer	Dates		Work Performed
	From	To	
Address	Salary		
Supervisor	Starting	Current	
Reason for leaving	May we contact this employer		Yes <input type="checkbox"/> No <input type="checkbox"/>

2

Employer	Dates		Work Performed
	From	To	
Address	Salary		
Supervisor	Starting	Current	
Reason for leaving	May we contact this employer		Yes <input type="checkbox"/> No <input type="checkbox"/>

3

Employer	Dates		Work Performed
	From	To	
Address	Salary		
Supervisor	Starting	Current	
Reason for leaving	May we contact this employer		Yes <input type="checkbox"/> No <input type="checkbox"/>

4

Employer	Dates		Work Performed
	From	To	
Address	Salary		
Supervisor	Starting	Current	
Reason for leaving	May we contact this employer		Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Experience

(Please List Activities, Training, ETC, that would serve as additional Experience.)

References

(Please List business references where possible)

Full Name(s)	Company/Title	Complete Home Phone Number or Address	Years Known	Relationship to You

Qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or handicap.

Personal Data

(PRINT IN INK OR TYPE)

Last Name	First	Middle		
Home Address				State
City		Phone Number	Zip Code	

Are you a U. S. Citizen	Yes	No	Are you between the AGE of 18 & 70	Yes	No
Are you a VETERAN of the U. S. Military Service	Yes	No			

If yes. What was your branch and rank of U. S. Military Service

Referral Source		Advertisement		Friend		Relative		Employment Agency
		Other						

This Information is to be COMPLETED ONLY after hire:

Marital Status:	Single	Married	Divorced
	Separated	Widowed	
Spouse's Name			

Education

	High School	College/University	Graduate/Professional	Other
School Name				
Years Completed (circle)	9 10 11 12	1 2 3 4	1 2 3 4	
Diploma/Degree				
Describe Course of Study				
Specialized Training, Apprenticeships, Honors, Awards. You may use additional paper				

Do you have a driver's License	Yes	No	Do you have CDL License	Yes	No
--------------------------------	-----	----	-------------------------	-----	----

What Languages do you speak, read or write.

I can Speak	I can Read	I can Write
-------------	------------	-------------

Additional Information

Have you ever been convicted of a felony?	Yes	No	If yes, give charge date and disposition:
Have you signed a secrecy and invention agreement in favor of any previous employer?	Yes	No	If yes, give name or names of employers:
Are you willing to relocate?	Yes	No	If yes, are there any restrictions?
Are you willing to travel for the company in connection with your job?	Yes	No	If yes, are there any restrictions?

- 1 Misrepresentation or omissions of facts in this application is cause for cancellation of the application or separation from the service of the company.
- 2 An offer of employment made to me is contingent upon verification by the company or its agent of the information presented in this application. I hereby authorize the companies, institutions, and individuals mentioned in this application to release information verifying the statements I have made on this application and/or in my employment interview. For certain sensitive positions, additional background information may need to be verified

Applicants Signature (In Ink)

Date of Signature

Special employment notice to disable Veterans, Vietnam Era Veterans, and individuals with physical or mental handicaps.

Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper or safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below

<input type="checkbox"/>	Handicapped Individual
<input type="checkbox"/>	Disabled Veteran
<input type="checkbox"/>	Vietnam Era Veteran

Signed

For personnel department use only:

City of Princeton Job Description

Job Title: Park & Recreation Superintendent
Department: Park
Reports To: Mayor & Park and Recreation Board
FLSA Status: Exempt
Approved By:
Approved Date:

SUMMARY

Plans, promotes, organizes, and administers public Park and Recreation services for the City of Princeton, under policies established by the Princeton Park and Recreation Board by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following as well as other duties that may be assigned. As specified by Indiana Code 36-10-3-14 the Superintendent shall;

1. Propose an annual plan for the operation of the department.
2. Administer the plan as approved by the Princeton Parks and Recreation Board.
3. Supervise the general administration of the department.
4. Keep the record of the department and preserve all papers and documents of the department.
5. Manage and update social media.
6. Interact with other departments and superintendents as well as city council members.
7. Prepare and submit monthly reports to the Parks and Recreation Board and Common Council. Must attend all Parks and Recreation Board meetings and Council meetings when required.
8. Perform other duties as directed by the Mayor and/or the Parks and Recreation Board
9. Fill in for the pool manager as needed.
10. Mowing, weed control and spraying.
11. On call 7 days a week.
12. Check all park facilities in a timely manor including after hours and weekends.

SUPERVISORY RESPONSIBILITIES

Directly supervises approximately 23 seasonal and 2 full time employees in the parks department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees (including lifeguards and pool manager); planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Appointment /Qualifications The Park and Recreation Superintendent is appointed under IC 36-4-9-2 without consideration of political affiliation. As per IC 36-10-3-13, the superintendent must.

1. Be qualified by training or experience in the field of Parks and Recreation: or
2. Have a certification or advanced degree in the field of Parks and Recreation

EDUCATION and/or EXPERIENCE

Must have a certification or advanced degree in the field of Parks and Recreation or be qualified by training or experience in the field of Parks and Recreation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A certification in park and recreation or equivalent as stated in Indiana Code 36-10-3-13 and a valid drivers licenses

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands and fingers, to handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and blood-borne pathogens and occasionally works in confined spaces and human waste. The noise level in the work environment is occasionally loud.