



**C. PAST WORK EXPERIENCE  
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
<b>Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.</b>					

**D. REFERENCES  
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

**CERTIFICATION:** I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY EMPLOYER**

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.

**City of Kettering  
Parks, Recreation and Cultural Arts Department  
Application Supplement**

Name of Applicant: \_\_\_\_\_

Area of Interest(s): Check those areas below in which you are interested for employment.			
PARKS		PROGRAMMING	
	Mowing, Tree & Plant, Athletic Field and General Park Maintenance		Playgrounds - Sports, Arts & Crafts, Drama, Special Events
FACILITY OPERATIONS			Youth Day Camps - Outdoor Education, Sports, Arts & Crafts
	Recreation Center/Senior Center Operations		After-school Youth Programming
	Aquatic Program - Lifeguards, Instructors and Maintenance		Adult Leisure & Instruction - Varied Activities
	Ice Arena Operations, Skating Program & Maintenance		Adult Sports - Football, Basketball, Softball, Volleyball
	Cashiers/Receptionists/Front Desk Operations		Senior Adult Program - Varied Activities
	<b>Concessions - Snack Bar Operations</b>		Fitness/Wellness - Instructors, Fitness Room Attendant
	Recreation Aide - Set-Up, Tear-Down, Clean-Up		Special Events - Community-Wide
	Drop-in Gym Attendants - Sports & Physical Activities		Preschool Instructor
	Other		Cultural Arts - Visual & Performing Arts
			Bus/Van Driver (CDL needed)
FRAZE PAVILION FOR THE PERFORMING ARTS			
	Parking Monitors		Box Office Clerk
	Front-of-House Staff		Ernie's Concessions (Must be 21 years old)

**TRAINING AND EXPERIENCE** - If you have had any classes, special training, certifications and experience, a CDL driver's license or are able to teach or instruct in any of the above-mentioned areas, please list them below. List activity first; then describe types of training or experience, including any certifications. Use back of page for additional comments.

ACTIVITY	TRAINING/EXPERIENCE/CERTIFICATION



CITY OF KETTERING  
DEPARTMENT OF HUMAN RESOURCES

DATE: DEPT. \_\_\_\_\_

TO: Capt. Michael Kemper  
Police Department

FROM: Human Resource Department

SUBJECT: Police Record Check

The following person has filed an application with the City of Kettering for the position indicated below. Please report any police record for this applicant. A signed release is below. Thank you for your cooperation

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

CITY \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Requested by: \_\_\_\_\_

I hereby authorize the City of Kettering to do a Police check. I understand that this is a routine check done on all new employees.  
Employee Signature \_\_\_\_\_

TO:

FROM: Records Section

The following record is indicated for the above-listed individual:

City of Kettering Police Department

\_\_\_\_\_  
Signature



CITY OF KETTERING

**EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT**

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form. THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.

1. Position: <b>PRCA Temporary/Seasonal</b> Full-time _____ Part-time _____ Temporary <u>X</u>	2. Date of Application: _____/_____/_____ mo.      day      year
3. Race or Ethnic Origin: White _____ Black _____ Hispanic _____ Asian _____ American Indian _____ Other _____	4. Sex: M _____ F _____

**PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.**

**PLEASE RETURN TO:**  
City of Kettering  
Human Resource Department  
3600 Shroyer Road, Kettering, OH 45429  
FAX: 937-296-3242

Rev. 3/02  
P13-037-PRCA-Temporary-Seasonal