



Kids on the Block
After-School Enrichment Program
Employment Application
An Equal Opportunity Employer



Return applications to:
KOB - Parks & Recreation Department
 600 NE Evans Street ▪ McMinnville, OR97128
 Phone: (503) 434-7369 ▪ E-mail: KOB@ci.mcminnville.or.us

Social Security #	Application for: <input type="checkbox"/> Recreation Leader <input type="checkbox"/> Assistant Site Director <input type="checkbox"/> Site Director <input type="checkbox"/> Other
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Contact Information

Name	E-mail
Home Phone	Cell Phone
Permanent Mailing Address	School-Year Mailing Address
City, State, Zip	City, State, Zip

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any written statement that is false, fraudulent, or misleading in this application or attached materials, or made in the course of any related employment process may cause forfeiture of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must prove that I am authorized to work in the United States if I am hired.
- I authorize the employing agency to verify the employment and education information provided on this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and a criminal history background check, if applicable.

Signature (must be in ink): _____ Date: _____

Education & Certification Information

High School (Name & Location)	Academic Focus	Credits Earned	Graduated	Diploma or GED
College (Name & Location)	Major / Minor	Credits Earned	Graduated	Degree
Other				

- What school are you currently attending, if any? _____ Anticipated date of graduation? _____
- List any current certifications and their expiration dates. (First Aid, CPR, etc.) _____
- What extra-curricular activities or organizations are you involved in? _____

▪ If you have qualified for the federal work-study program through Linfield College, approximately how much is your award? _____
(Note: Qualification for the federal work-study program has no bearing on eligibility or preference for employment. It is merely useful information for budget planning.)

Schedule Information

- Which session(s) are you applying to work?
 _____ Fall Semester (September through early-December)
 _____ Jan Term (January)
 _____ Spring Semester (February through late-May)

- What times are you available to work?
- | | |
|-----------|-------|
| Monday | _____ |
| Tuesday | _____ |
| Wednesday | _____ |
| Thursday | _____ |
| Friday | _____ |

Work & Volunteer Experience

Attach a resume or list the following information about your relevant experience.

<i>Position</i>	<i>Dates</i>	<i>Paid or Volunteer?</i>
<i>Employer / Organization</i>	<i>Location</i>	<i>Reason for leaving?</i>
<i>Supervisor's Name & Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Responsibilities & Accomplishments:</i>		

<i>Position</i>	<i>Dates</i>	<i>Paid or Volunteer?</i>
<i>Employer / Organization</i>	<i>Location</i>	<i>Reason for leaving?</i>
<i>Supervisor's Name & Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Responsibilities & Accomplishments:</i>		

<i>Position</i>	<i>Dates</i>	<i>Paid or Volunteer?</i>
<i>Employer / Organization</i>	<i>Location</i>	<i>Reason for leaving?</i>
<i>Supervisor's Name & Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Responsibilities & Accomplishments:</i>		

Background Check & References

List past employers, teachers, advisors, colleagues, etc. who are familiar with your character and relevant skills. In addition, complete and attach the separate "Criminal & Civil Record Background Check Authorization Form".

Name	Phone	E-mail	How does this person know you?

Brief Essay Questions

Attach a separate sheet. Limit responses to 2 pages total.

1. From a parent's perspective, what does a successful after-school enrichment program look like, sound like, and feel like? Likewise, from a child's perspective, what does a successful after-school enrichment program look like, sound like, and feel like?
2. Imagine that an unexpected scheduling glitch prevents you from using your usual program area and equipment for 30 minutes. You have a group of 10 third-graders, a hallway, and very limited equipment (a tennis ball, a bandana, a paper lunch bag, a broom, and a few feet of masking tape). Using any, all, or none of the available supplies, and given the hallway location, thoroughly describe what you will do with the group until you have access to your usual program area and supplies.
3. What will you personally do every day to ensure the after-school enrichment program is successful and meets or exceeds the expectations of children and their parents?



PARKS & RECREATION DEPARTMENT CRIMINAL & CIVIL RECORD BACKGROUND CHECK INFORMATION DISCLOSURE

To better ensure the safety of the participants and staff, the City of McMinnville Parks & Recreation Department conducts criminal and civil record checks on all employees and volunteers.

The Parks & Recreation Department will be looking for records that indicate a propensity to cause harm to vulnerable persons, the general public, co-workers or the City of McMinnville.

Although the City of McMinnville Parks & Recreation Department will not request a credit history for your position, Federal law mandates that the following disclosure be made:

FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE

The City of McMinnville Parks & Recreation Department wishes to obtain a consumer report on you from consumer reporting agencies including, but not limited to, *Commercial Information Systems* for employment/volunteer purposes. Information obtained in consumer reports may include such information as: criminal background information, motor vehicle driving history, prior employment, military service, credit history and education records.

This report will be obtained for employment/volunteer purposes, only.

Please sign the attached consent form, indicating your authorization for the City of McMinnville Parks & Recreation Department to conduct a background record check and obtain a consumer report at any time prior to and/or during employment as may be applicable to you.

In the event that the Parks & Recreation Department considers any information in the consumer report when making an adverse employment/volunteer related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FRCA).

**PARKS & RECREATION DEPARTMENT
CRIMINAL & CIVIL RECORD BACKGROUND CHECK
AUTHORIZATION FORM**

By completing and signing this document, I voluntarily authorize the City of McMinnville Parks & Recreation Department to conduct a background check for employment/volunteer purposes in connection with my application.

I specifically authorize the City of McMinnville Parks & Recreation Department to obtain consumer reports from consumer reporting agencies including, but not limited to, *Commercial Information Systems* for employment purposes. I understand my rights under the Fair Credit Reporting Disclosure Act as outlined on the preceding page.

Please supply all requested information. Failure to supply this information will invalidate the background check. All volunteers must also submit a photocopy of their Driver's License or State-issued ID.

Please print or type all information legibly.

FULL LEGAL NAME _____
(LAST) (FIRST) (MIDDLE)

OTHER NAMES USED (nicknames, maiden name, alias, etc.) _____

CURRENT ADDRESS _____
Street City State Zip

PHONE NUMBER _____ EMAIL ADDRESS _____

DATE OF BIRTH _____

DRIVER LICENSE NUMBER _____ STATE _____ EXPIRATION _____

List **ALL** states lived in since the age of 18 and approximate dates of each residency:

Have you ever been convicted of a felony or misdemeanor crime, or have charges pending in any state? Please specify when, where, and what offense. _____

Please list the Parks & Recreation Position for which you are applying. _____

APPLICANTS SIGNATURE

DATE

Falsification of information provided on this form will result in your application being dismissed.