



TOWN OF PLEASANT GARDEN EMPLOYMENT APPLICATION

The Town of Pleasant Garden is an Equal Employment Opportunity Employer

Parks, Recreation and Facilities Director

APPLICANT DATA: *(please PRINT legibly)*

Full Name: _____
Last First Middle

Address: _____

Phone: *(Home)* _____ *(Cell or other)* _____

E-Mail Address: _____

Are you a citizen of the United States? Yes _____ No _____

If not, do you have a legal work permit? Yes _____ No _____

If selected for an interview, you will be asked to provide your Social Security number, driver's license number and date of birth in order to conduct a full criminal history background check.

Have you ever pled "guilty" or "no contest" to criminal charges or been convicted of a crime? Yes _____ No _____

If yes, provide dates and details: _____

Answering "yes" to this question does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, and rehabilitation will be considered.

Have you earned a Bachelors Degree or higher in parks and recreation management? Yes ___ No ___

If yes, from what institution? _____

Do you have professional experience in parks and recreation management? Yes ___ No ___

If yes, please provide details. _____

What your unique skills and/or qualifications for this position? _____

Date available to start: _____ **Salary Requirements:** _____

EDUCATION:

High School: _____

Location: _____

Did you graduate? Yes ___ No ___

If no, do you have a GED? Yes ___ No ___

College/University: _____

Number of Years Completed: _____ **Did you graduate?** Yes ___ No ___

Degree earned _____

Other relevant training or schooling: _____

Special honors or recognitions: _____

SKILLS AND EXPERIENCE

Please indicate your skill and experience level and provide pertinent examples and/or details:

1. Planning and management of parks, recreational activities and sports programs

Extensive ___

Average ___

Little or none ___

2. Management and operation of recreation facilities or similar facilities

Extensive ___

Average ___

Little or none ___

3. Training and/or experience with maintenance and landscaping, either performed personally or oversight of outside contracts

Extensive ___

Average ___

Little or none ___

4. Planning and/or oversight of construction and/or renovation of recreation projects and facilities

Extensive ___

Average ___

Little or none ___

5. Planning and implementation of special events, including large scale community events

Extensive ___

Average ___

Little or none ___

SKILLS AND EXPERIENCE (continued)

6. Communication skills/interaction with the public/provision of good customer service

Extensive ____ Average ____ Little or none ____

7. Operation/use of computers and basic office equipment/experience with Microsoft Office programs such as Word, Excel, Outlook, PowerPoint, etc.

Extensive ____ Average ____ Little or none ____

PREVIOUS EMPLOYMENT:

Please list your last three positions, beginning with most recent.

Date of Employment: From _____ to _____ **Position(s) held** _____

Firm: _____

Address: _____

Phone: _____ **Supervisor:** _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ____ No ____

Date of Employment: From _____ to _____ **Position(s) held** _____

Firm: _____

Address: _____

Phone: _____ **Supervisor:** _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ____ No ____

PREVIOUS EMPLOYMENT continued

Date of Employment: From _____ to _____ **Position(s) held** _____

Firm: _____

Address: _____

Phone: _____ **Supervisor:** _____

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes ____ No ____

PROFESSIONAL ORGANIZATIONS

Are you a member of any professional organizations in the field of parks and recreation? Yes ____ No ____

If yes, please list. _____

PERSONAL REFERENCES:

Please provide the name, email address and telephone number of two people to whom you are not related.

Name _____ **Phone** _____

Email address _____

Relationship to you _____

Name _____ **Phone** _____

Email address _____

Relationship to you _____

RESUME

Please attach a copy of your most recent resume.

BACKGROUND CHECK

A criminal background check will be conducted before an offer of employment is made. Employment with the Town of Pleasant Garden is contingent upon the successful completion of a drug screening test to be administered after an offer of employment is made. Successful completion of the test means that the person tested negative for illegal drugs or substance abuse.

CERTIFICATION STATEMENT

I certify that my answers are true and complete to the best of my knowledge. I authorize the Town of Pleasant Garden to make such investigations and inquiries of my personal, employment, educational, and financial history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, and/or persons from all liability when responding to inquiries in connection with my application.

In the event I am employed by the Town of Pleasant Garden, I understand that false or misleading information given in my application or interviews may result in discharge.

Signature of Applicant _____

Date _____

Applications can be hand-delivered to Town Hall/Kirkman Municipal Building at 4920 Alliance Church Road, mailed to PO Box 307, Pleasant Garden, NC 27313, emailed to townclerk@pleasantgarden.net or faxed to 336-674-0923. The town must receive the original of this signature page.



FOR OFFICIAL TOWN USE ONLY

Application received by _____

Date _____