



City of Oxford Parks & Recreation Department Application For Part Time Employment

***Must use blue or black ink to complete application**

(Applicant should not list any information that Federal/State law precludes obtaining in the pre-employment stage.)

What position are you applying for? _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Telephone _____ **Email** _____

***Please list your age** _____ ***(Applicant is not required to include age, birth date, sex, or race, however, employment guidelines and laws for positions requiring work with youth or work with power tools are specific to age. The Parks and Recreation Department is subject to following Child Labor Laws, State and Federal Employment Laws, and City of Oxford Guidelines. Minimum age requirements for specific positions are strictly followed. Failure to identify your age does not exclude applicant from employment.)**

Have you ever been convicted of a crime? (exclude expunged records)? If yes, describe

Are there any pending charges? _____

Are you legally eligible for employment in this country? _____
(Proof of citizenship or immigration status will be required upon employment)

Date available to begin work _____

Number of hours per week you are interested in working or available to work _____

Please mark the boxes of the days and shifts that you are available to work:

	Days (7am – 5pm)	Evenings (12pm – 8pm)	Other (specify)
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

What special skills and qualifications do you possess which might qualify you for the position for which you are applying?

Please mark any applicable certifications you may possess.

First Aid
 CPR
 Coaching Certification
 Advanced Lifesaving
 Advanced WSI
 WSI
 Other (specify) _____

What is the last grade you completed in school? _____

College? 1yr 2yrs 3yrs 4yrs List Diploma or Degree _____

Have you previously been employed by the City of Oxford? _____ If yes, give date _____

What is your minimum salary requirement? _____

References (do not use family members or relatives)

Name & Occupation	Email Address	Phone Number

Signature of Applicant

Date