Mooresville Park & Recreation District

1101 N Indianapolis Road
Mooresville, IN 46158
317-831-7149
www.mooresville.org

Dear Applicant,
We are excited to hear that you are interested in working with the Mooresville Park & Recreation District. We hope that you find this applicant introductory letter useful in learning more about what we have to offer and what we expect from our employees. Employees at the park are part of a close-knit community with much to offer the residents of Brown Township, Mooresville, and the surrounding area.

We have discovered that the most successful employees are the ones who enjoy people and providing a service to others. We pride ourselves in hosting fun, year-round experiences where employees are treated with dignity and respect. We are an "employee friendly" department that believes motivated and satisfied employees will do the best job of caring for our guests and participants. If this sounds like the adventure for you, please read through this letter and fill out the application on the following page. We look forward to learning more about you!

Sincerely,

Kris Wilson
Director of Recreation

Employment Requirements
Employees must be at least 15 years of age by their first day of work
Employees under the age of 18 must be able to obtain a work permit
Attend all in-service trainings

REC & U Before and After School Care
Must be at least 18 years of age
Site Leaders must have a high school degree or equivalent

Aquatic Center Positions
Must be able to work Memorial Day weekend through Labor Day weekend

Lifeguards
Must hold current certification (Lifeguard, CPR, First Aid)
Must pass a water skills test prior to employment

Pioneer Adventure Camp (PAC)
Must have a High School diploma or equivalent

What We Expect From You
Punctuality – be on time, every time.
Work hard with enthusiasm and a desire to get the job done right the first time.
Positive attitude
Teamwork and flexibility

Mooresville Park & Recreation District
Employment Application

Date: _____

Name:		
Address:		Phone: ( )
City:	Zip:	Cell Phone: ( )
Email:		
College Address (Residence):		
City: State:	Zip:	Phone: ( )

Please check one: ☐15 ☐16-17 ☐18+

If hired and under the age of 18, you **MUST** obtain a work permit upon hiring.

Education

Name of Institution (beginning w/ High School)	# Years Attended	Degree/ Subjects Studied	Graduation Date

Work Experience

Employer/ Organization	Position	Dates Employed	Supervisor	Phone

References (Other Than Relatives and Past Employers)

Name	Relationship	Phone

Job Information

Circle your preference. If you have more than one preference, please number your preference in order.

Aquatic Center	**Parks, Recreation**
_____ Lifeguard	_____ Preschool (3-5 years old
_____ Swim Instructor	_____ PAC Camp (6-12 years old)
_____ Pool Maintenance	_____ Sport Camps
_____ Concession/Cashier	_____ Nature Programs
_____ Other	_____ REC & U
	Before/After School Care

(Please see reverse side for additional information)

Mooresville Park & Recreation District
Seasonal Employment Application Questionnaire

Name _____

1. List any special qualifications, such as lifeguarding certification, teaching license, etc. and their expiration date _____

_____

(Attach copies of any current certifications you may have i.e., CPR, First Aid, Lifeguard Training, etc.)

2. What experience do you have that will help you with the position in which you are applying?

_____

_____

_____

3. Please list your available starting date and ending date for employment. If you are granted an interview, bring dates **NOT AVAILABLE** due to vacation, college orientation, summer classes/driver's education, camps/practices etc. to the interview.

_____

4. Please select your availability below.

Before School M T W R F **After School** M T W R F

Preferred location: Northwood North Madison No Preference

Preferred number of hours: _____ 0-12 hours _____ 12-20 hours _____ 20-30 hours

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Have you ever been convicted of any crime? Yes No

Do we have your permission to conduct a criminal background check? Yes No

I hereby certify that all the above questions are fully, correctly, and truthfully answered and I authorize this employer to contact my former employers, references, and other sources in order to verify the facts furnished regarding my character and qualifications. I understand that any misleading, incorrect, or untruthful statements may render this application void; and if I am employed, would be just cause for termination of my employment. I further understand that employment is contingent upon compliance with various policies of the Mooresville Park and Recreation District.

_____ _____

Signature Date

OFFICE USE ONLY		
Position:	Interview Date:	Interview Time:
	Starting Date:	Rate of Pay:
☐ Employment Packet	☐ Training Information	☐ Background Check Permission

www.mooresville.org

Please submit completed applications to:

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