

CLINTON RECREATION
1651 W 2300 N. Clinton, Utah 84015 * 801-614-0780
Equal opportunity employer

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please complete (print or type) all sections, date and sign. Incomplete application may result in elimination from consideration for employment.

NAME (Last, First, Middle): _____ Position applied for: _____

Address (Street, City, State, zip): _____ Date of birth: _____ Phone Number: _____

Age: _____ Email: _____

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- 1 Would you be able to perform the duties required _____ Yes _____ No
for this position with reasonable accommodations?
- 2 Have you ever been dismissed from a job for cause? _____ Yes _____ No
- 3 Have you ever applied for a position in this department _____ Yes _____ No
or any department in Clinton City before?
- 4 Have you received a retirement check from Utah Retirement _____ Yes _____ No
Systems?

Explanations:

Do you give your consent to have your criminal history _____ Yes _____ No
Investigated?

List any special skills you have that would help this department:

State why you would like to obtain this position:

What hours and days would you be available to work (am-pm)

I am looking for: Full _____ Part time _____ Seasonal _____ work.

Do you have a current Davis County Food handlers permit? _____ Yes _____ No

Expiration date _____ (food handlers permit)

RECORD OF EDUCATION

<i>Jr. High School</i>	<i>Name of School</i> <i># of grades Completed</i>	<i>City & State</i>
<i>High School</i>	<i>Name of School</i> <i># of grades Completed</i>	<i>City & State</i>
<i>College/ Universities</i>	<i>Name of School</i> <i># of grades Completed</i>	<i>City & State</i>
<i>Other Training or School</i>	1. _____ 2. _____ 3. _____	
<i>Explain</i>	_____	

RECREATION EXPERIENCE

In the space below, give your complete recreation and or competitive experience, list sports/activities you have played. coached, officiated or administered. List where & when you participated in these programs/activities. Activity can mean concession, sales and scorekeeping experience.

Sport/Activity	Position/Place/Supervisor	# of years
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PERSONAL REFERENCES (No former employers or relatives)

NAME	ADDRESS	OCCUPATION	PHONE

RECORD OF EMPLOYMENT

In the space below, give your complete record of employment for the past ten years, also list other experiences which are related to your qualification for this position. Start with the present and work back, if more space is needed use the back of this page.

Dates of Employment & Salary/Wage	Duties
From _____	State your exact title, then describe your duties as full as space permits.
Month Year	_____
To _____	_____
Month Year	_____
Salary _____	_____
Name & Present Address _____	
Of employing firm _____	
Reason for leaving _____	

Dates of Employment & Salary/Wage	Duties
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Month Year	_____
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Salary _____	_____
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Salary _____	_____
Name & Present Address _____	
Of employing firm _____	
Reason for leaving _____	

May we contact the employers listed above? _____ Yes _____ No

The facts set forth above in my application for employment are true and complete. I understand that if employed false statements on this application shall be considered sufficient cause for dismissal.

Signature: _____

FOR OFFICE USE ONLY

Clinton Recreation Department Employee & Volunteer Background Check Policy

Effective November 1, 2004, Revised February 20, 2015

Purpose: Clinton Recreation values the safety of those who participate in our programs either as participants, employees or volunteers. To this end, we will take sound measure to attempt to protect our employees, volunteers and those we serve from potential harm.

We have special regard for children, who trust in our ability to provide them with wholesome, safe recreational experiences. One specific measure will be to perform background checks on all employees and volunteers who have the potential for regular or intermitted contact with children.

Policy: Any person 18 and older, requesting to volunteer or work for Clinton Recreations will be required to undergo a series of screening and background checks conducted by the Recreations Department, Clinton Police Department and a National Criminal Records Check.

Procedure: Any person requesting to volunteer or work for Clinton Recreation will be asked to fill out a background check release and provide accurate personal information, social security number, and anything else that may be required to identify the individual. Youth volunteer' coaches will also be asked to fill out a coaches application, code of ethics form and undergo a background check.

The recreation Department will be responsible for forwarding the necessary forms and information to the appropriate agencies to conduct the background screenings. **Applicants must fill out background check on-line before you will be considered.**

Background Screenings will be included, but are not limited to:

- 1) Criminal background report from: www.protectyouthsports.com. **This form is filled out by the individual applying.** Also located at: www.clintonparcs.org volunteer.
- 2) Reports will be reviewed by the Clinton Police Departments as well.
- 3) Checks will be conducted on all new coaches, employees and volunteers.
Checks will be updated every year for coaches, and every 2 to 3 ears overall.

Individuals not allowed to coach based on these findings will be notified in writing in accordance with the Consumer Report section 615 of the FCRA. If the volunteer or potential employee disagrees with this decision, that individual may request an appeal by contacting the Recreation Department at 801-614-0780.

A conviction for a crime does not automatically preclude employment or volunteer service. Individual circumstances, such as: the nature and severity of the crime, the number of convictions, how long it has been since the conviction occurred, and the duties of the position will be considered. However, persons convicted of crimes against children or crimes that are sexual in nature will automatically be disqualified for employment or volunteer positions.