

# Hillsboro Parks & Recreation

## Shute Park Aquatic and Recreation Center

The Shute Park Aquatic and Recreation Center is now accepting applications for winter employment.

WE ARE LOOKING FOR:

PEOPLE who are ENTHUSIASTIC!

PEOPLE who are ENERGETIC!

PEOPLE with a POSITIVE ATTITUDE!

PEOPLE with a strong WORK ETHIC!

PEOPLE who enjoy WORKING WITH CHILDREN, ADULTS, AND SENIORS!

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### **JOB POSITIONS**

#### **Lifeguards**

Responsible for the safety and supervision of all swimming pool & spa users. Must be currently certified in Lifeguard Training, First Aid, and CPR for the Professional Rescuer.

#### **Swim Instructors I & II**

Responsible for teaching swim lessons and water safety classes. For Swim Instructor II positions a current certification as an American Red Cross Water Safety Instructor R.04 is mandatory.

#### **Water Exercise Instructors I & II**

Responsible for leading group water exercise classes. Experience leading water exercise classes and certification through AEA, Arthritis Foundation, or another certifying agency preferred.

#### **Recreation (Class) Instructor (I-III)**

Have a special interest or hobby you want to teach? Create your own class with us or teach an already designed class.

#### **Group Exercise Instructor (I-III)**

Responsible for leading dry-land group exercise classes. Experience leading classes and certification through a national certifying agency preferred.

#### **Fitness Instructor (I-III)**

Responsible for providing orientations to the fitness equipment and a basic workout program to participants. Experience working in a fitness setting and certification through a national certifying agency preferred.

#### **Personal Trainers/Massage Therapist/Health Education Instructor**

Responsible for providing their services to participants based on their contractual agreement. Experience and certification/license through a national certifying agency required.

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Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
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Description of job duties:		
Reason for leaving:		

## REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Do you claim veteran's preference?                      Yes    No    (circle one)  
 (Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony?    Yes    No    (circle one)  
 (Please exclude cases processed in the juvenile court or expunged convictions.)

**Conviction does not necessarily disqualify you from employment.**

## RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Hillsboro, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Hillsboro to conduct and hold the City of Hillsboro harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City of Hillsboro  
**Hillsboro Parks and Recreation**  
**Shute Park Aquatic and Recreation Center**

**SUPPLEMENTAL QUESTIONNAIRE**

Please prepare word-processed, hand written or type written responses to each of the following items. Relevancy of your experience and training together with composition, grammar, spelling, punctuation, legibility, and neatness will be considered when evaluating responses.

Your name must appear on each supplemental page. Staple your responses to your employment application.

1. Describe your experiences with the following age groups:

Senior Citizens:	Adults:
Teenagers (13 – 17 yrs):	Children (6 – 12 yrs):
Preschool (3 – 5 yrs):	Toddlers (1 – 3 yrs):

2. List your involvement (teaching, assisting, participating, job experience) in the following:

Aquatics/Swimming:	
Group Exercise/Fitness:	
Health & Wellness (Massage/Nutrition/etc.):	
Special Events:	
Front Desk/Reception:	
Child Care:	
Dance:	
Arts & Crafts:	
Physical Activities/Sports:	

3. List any certifications/licenses that you currently hold or have held in the past, the certifying agency, and their expiration date:

Certification/License	Certifying Agency	Expiration Date

4. *For Cashier Applicants Only.* Please answer the following statements:

- Computers: please check the software/programs with which you have experience:

Microsoft Word  
 Microsoft Excel  
 Microsoft PowerPoint  
 Microsoft Outlook  
 Adobe Pagemaker  
 CLASS (registration/facility reservation software)  
 Email  
 Internet  
 Other: \_\_\_\_\_

- Office equipment: please check the equipment with which you have experience:

Cash register/point of sale  
 Copier  
 Fax machine  
 Multiple-line phone

