

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date		Social Security Number		Last
Name		Name		
Present Address	Last	First	Middle	First
Permanent Address	Street	City	State Zip	
Phone No.	Street	City	State Zip	
Referred By	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Middle

EMPLOYMENT DESIRED

Position	Date You Can Start	Salary Desired
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If So May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ever Applied to this Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?

EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

GENERAL

Subjects of Special Study or Research Work
Job Related Skills (typing, driver's license, etc.)

FORMER EMPLOYERS List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES List below three persons not related to you, whom you have known at least one year.

	Name	Address	Position	Years Acquainted
1				
2				
3				

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT, ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100."

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____

ACCO USA, Inc. offers Application for Employment Form M660-26NR for sale without in any way warranting its merchantability or fitness for use in any particular situation. ACCO USA, Inc. assumes no responsibility for inclusion on this form of any question which, when asked by an employer of a job applicant, may violate state and/or federal law. This form is sold as is and it is the employer's responsibility to ensure that the form's use complies with applicable laws.

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Overbrook Swimming Pool Manager

DEFINITION

Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Overbrook swimming pool and other related community services regarding the use of the pool. This is a part time position and hours should not exceed 1000 hrs.

DISTINGUISHING CHARACTERISTICS

The Overbrook swimming pool manager is responsible for planning, coordinating, administering, reviewing and evaluating a broad program of swimming pool services.

SUPERVISION RECEIVED/EXERCISED

Policy and administration direction is provided by the City Council and Mayor. Weekly meetings with city council and/or mayor may be requested. Supervisory duties entail direct supervision of the Pool, lifeguard, swim team and volunteers.

ESSENTIAL DUTIES

These duties include but are not limited to:

- Responsible for spending tax payer's money in a fiscally responsible way. Work with the treasure on revenue and expense reports, including time sheet, and budgeting.
- Responsible for overseeing the maintenance of the pool including chemical testing and application.
- Responsible for managing the daily operations as well as the long-range planning Overbrook swimming pool personnel including the hiring, training, evaluation, and discipline; mentor and develop employees and fostering creativity, in the work place.
- During the season, the Overbrook swimming pool manager is required make a pool report for City council.

QUALIFICATIONS

Experience/ Education

Sufficient experience and education in municipal recreation, public or business administration or a related field. Ability to obtain the required qualification and training.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities of the swimming pool. The incumbent also must be available to attend meetings in various other cities, work irregular or extended hours to attend various meetings and community events and work with constant interruptions, and at times, with demanding, and angry clients when discussing swimming pool policy.

SPECIAL REQUIREMENTS

Possession of an appropriate Kansas Operator's license issued by the State Department of Motor Vehicles. Red Cross CPR, First Aid, or ability to obtain and maintain within one year of hire.