EMPLOYMENT APPLICATION LYONS RECREATION Date: \_\_\_\_\_\_\_\_\_\_\_

 DEPARTMENT

APPLICANT INFORMATION

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age (if under 18): \_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_ Desired Hrs per week: \_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Desired: Concession Worker Sports Bookkeeper Umpire / Official Gatekeeper

EDUCATION

 Name of School Yrs Completed Degree

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| --- | --- | --- | --- |
| High School |  |  |  |
| Additional Education |  |  |  |

PREVIOUS WORK EXPERIENCE (within the past 3 yrs)

 Employer Location/Address Position held Supervisor Phone # Dates

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REFERENCES

Provide contact information for two individuals, other than family, who can describe your work ethic, attitude, reliability, etc.

 Reference Name Address Telephone How known? Years known?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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Please tell us about any additional skills, experience, or personality traits that help qualify you for this position. And tell us why you want to work at Lyons Recreation Department.

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I declare that the information contained in this application is true and complete to the best of my knowledge and belief. I understand that any false or inaccurate information or misrepresentation of fact or omission of information required that is given in my application, interview(s), or any other form, may be sufficient reason not to hire me or may be reason for dismissal. I understand and agree that all information furnished in this application may be verified by Lyons Recreation Department and/or the City of Lyons. I understand and agree that any employment with Lyons Recreation Department is “at will”, which means that I, as an employee may resign at any time and that Lyons Recreation Department, as the employer, may discharge an employee at any time, with or without cause.

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Applicant Signature Date

LYONS RECREATION DEPARTMENT --- FAQ’S

If you wish to apply for a position to help LRD’s youth sports programs, please fill out and either e-mail, fax or return the application to the LRD office during business hours.

**Scan & e-mail to:** **lyonsrec@lyonsga.org** **Subject: Job Application**

**Fax to:** 912-526-4832

**Mail to:** Lyons Recreation Department

 Attn: James McGowan

 161 NE Broad St.

 Lyons, GA 30436

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| --- | --- |
| **AGE REQUIREMENT/****ELIGIBILITY TO WORK** | Any individual age 18 or older is eligible to apply to work at Lyons Recreation Department.Prospective employees will be required, upon employment to submit verification of your legal right to work in the United States (usually birth certificate or license) when filling out a Federal IRS W-9 form. |
| **EMPLOYMENT DATES** | Most job positions are seasonal, part-time jobs. Our baseball/softball season goes from March to May/June. Soccer, Football, Kickball, Cheer runs from September until November. |
| **SHIFT TIMES / INFO** | The typical hours are from 4:30pm until around 9:00pm and are on Mon, Tues, Thurs, Fri, and some Saturdays (every Saturday when the Lyons Tournament is in play) 9:00am until after the last game is played and everything is cleaned up. |
| **JOB REQUIREMENTS** | * No special uniforms are required. Although our dress code is casual, we still expect our workers to wear clothing in good condition and appropriate for a work environment.
* You MUST have dependable transportation to and from work.
* Workers are often on their feet for extended periods of standing, moving, sometimes stooping while moving around the concession area. Bookkeepers will have seats in the press boxes, which are also air conditioned.
* Our games/events occur on weekday evenings and on weekends during the regular season and during the day into the evening during the Lyons Tournament.
* If you have schedule conflicts or pre-planned situations, please be sure to notify the director before hand or as soon as possible so replacements may be arranged.
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| **WAGES AND PAY****SCHEDULE** | * Pay will likely be minimum wage or based on experience.
* Payroll is done bi-weekly, so you will be paid every other week.
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