

**CITY OF NEDERLAND
PARKS & RECREATION DEPT.
APPLICATION PACKET FOR:**

RECREATION ATTENDANT

Packet contains:

- 1.) **Job Posting** – provides information on type of employment, benefits eligibility, pay scale, and application period.
- 2.) **Position Classification Plan** – description of the job including supervisory responsibilities, competencies, required qualifications, required education, required skills, required certificates, licenses, and registrations, physical demands, and work environment.
- 3.) **Employment Application** – all fields are required and must be completed with as much detail as possible. Dates should be month and year.

Return application to:

1.) **Nederland Personnel Department**

207 N. 12th Street

Nederland, TX 77627

(409) 723-1500

Contact: Holly Guidry, Human Resources Director

OR

Nederland Parks & Recreation Department

2301 Avenue H

Nederland, TX 77627

(409) 724-0773

Contact: Angela Fanette, Parks & Recreation Director

CITY OF NEDERLAND

JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

Job Title:	Recreation Attendant
Department/Division:	Parks and Recreation
City Classification:	Regular Part Time (averages 20 hours per week)
FLSA Classification:	Non-Exempt (Hourly)
Pay Rate:	\$8.00 per Hour
Benefits:	No
Applications Open:	August 3, 2018
Application Deadline:	The first review of applications is scheduled for August 17, 2018. If necessary, the posting will remain open and applications will be reviewed each Friday thereafter.
Open To:	Public

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications be obtained from the City's website www.ci.nederland.tx.us or may be picked up at the Nederland Recreation Center or the Personnel Department:

City of Nederland Office Building
207 N. 12th Street, P. O. Box 967
Nederland, TX 77627
(409) 723-1500 Telephone

City of Nederland Recreation Center
2301 Avenue H, P. O. Box 967
Nederland, TX 77627
(409) 724-0773 Telephone

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, sexual orientation, or any other class protected by law. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Holly Guidry, Human Resources Director
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1500 Telephone, (409) 723-1550 Facsimile

CITY OF NEDERLAND
PERSONNEL SELECTION PROCESS

PROPOSED PAY PLAN

Job Title:	Recreation Attendant
FLSA Classification:	Non-exempt (hourly)
City Classification:	Regular Part-Time

BASE SALARY

\$8.00 per hour

LONGEVITY PAY

Not applicable to this job title.

CERTIFICATE PAY

Not applicable to this job title.

SHIFT DIFFERENTIAL PAY

Not applicable to this job title.

WORK SCHEDULE

This position requires an average attendance of 16 to 20 hours per week. The total number of hours worked will not exceed 1,000 hours per year in accordance with the City's Personnel Policy. The schedule will vary, but hours may include days, evenings, weekends and summer holidays and will be scheduled during regular business hours and set by the Department Head.

BENEFITS

This position is classified as Non-Exempt (Hourly) in accordance with the Fair Labor Standards Act (FLSA). This position is classified as Regular Part-Time in accordance with the City's Personnel Policy. City policy states that Regular Part-Time employees are ineligible for benefits, including, but not limited to, insurance, retirement and paid leave. Regular Part-Time employees do not accrue any seniority, nor is any promise of promotion or future permanent employment made or implied.

**CITY OF NEDERLAND
POSITION CLASSIFICATION PLAN**

Class Title: Recreation Attendant
Department: Parks and Recreation
FLSA: Non-Exempt
Category: Regular Part Time
Created: October 27, 1997; Amended August 17, 2001

GENERAL PURPOSE

Oversees activities scheduled in the Recreation Building and Doornbos Park.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Properly checks in patrons and guests entering the Recreation Building.

Monitors all activities, private parties, and special events in the Recreation Building and on Doornbos Park grounds.

Interacts with public and responds to inquiries about athletic programs, buildings, and park information.

Supervises building equipment and machines.

Performs cleaning duties and light building maintenance.

Upholds policy and order to preserve discipline at the Recreation Building.

Keeps records of unruly patrons expelled for disciplinary reasons.

Files City incident reports for accidents and incidents occurring at the Recreation Building and on Doornbos Park grounds.

Is accessible to work an adaptable schedule, including evenings and weekends, as made essential by the needs of the Parks and Recreation Department.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, collecting fees, officiating at competitions, making arrangements for rental and use of Recreation Building and pool, helping set up tables and chairs for classes, etc..

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; or
- (B) 16 years of age or older and enrolled as a junior or senior and attending high school.

Necessary Knowledge, Skills and Abilities

- (A) Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Valid state drivers license or ability to obtain one within six (6) months.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and membership check-in software, calculator, copy machine, fax machine, cash register, telephone, basketball scoreboard, mobile/portable radio, automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 10/2011)

City of Nederland Personnel Department
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

<u>DISTRIBUTION</u>	
<input type="checkbox"/>	Dept. Head
<input type="checkbox"/>	Supervisor

Equal access to programs, services, and employment is available to all persons.
Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

ESSENTIAL SERVICES POLICY NOTICE						
All Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.						
Position applied for: Recreation Attendant				Posting date: August 3, 2018		
Referral source: <input type="checkbox"/> -City web-site <input type="checkbox"/> -Texas Workforce Commission <input type="checkbox"/> -Referred by City employee <input type="checkbox"/> -City bulletin board <input type="checkbox"/> -Southeasttexas.com <input type="checkbox"/> -Other Name of source, if applicable: _____						
Date application issued:			Date application returned:			
Last Name (Indicate Jr., Sr., III)		First Name		Middle Name		
If ever known/identified by any other name(s), please list full name(s):						
Mailing address:	Street or PO Box	City	State	Zip		
Physical address:	Street	City	State	Zip		
Telephone numbers:	Residence-()	Cell-()				
In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise. <input type="checkbox"/> I would like all correspondence to be sent to the email address listed below: Email address: _____ <input type="checkbox"/> I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.						
Type of employment desired: <input type="checkbox"/> -Full time <input type="checkbox"/> -Part time <input type="checkbox"/> -Temporary <input type="checkbox"/> -Internship						
Have you submitted an application here before? If yes, give approximate dates.						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you previously worked for the City of Nederland? If yes, where and when?						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Earliest date you would be available to begin duty, if selected:						_____
What is the best number to reach you and what is the best time to call? () _____ - _____, extension _____. Best time: _____						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
What is your current availability for work?						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.

Have you ever been subjected to any type of disciplinary action at work?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been fired or told that you were going to be fired?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes, describe in full on a separate sheet of paper, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes, describe in full, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes, describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? If denied, describe the reason for denial in full on a separate sheet of paper.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been charged or convicted for a violation relating to concealed handguns? If yes, describe in full on a separate sheet.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.

High School or GED?	Completed?	School or Program Name	City, State	Highest Grade Completed
<input type="checkbox"/> High School <input type="checkbox"/> GED	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Education	Graduated?	School Name	Major Areas of Study	Hours completed or Degree or Certificate received
College/University	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Graduate School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Business/Technical	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Special Courses	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS

Type	Number	State	Expiration
Drivers: <input type="checkbox"/> -Class C <input type="checkbox"/> -Class A CDL <input type="checkbox"/> -Class B CDL <input type="checkbox"/> -Other: _____			
What special endorsements or restrictions do you have on your CDL license? (If applicable): _____ _____			

Skills and Qualifications - List skills and qualifications you possess that are applicable to this position:

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. *Exclude* memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. *Exclude* information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION List any additional information you wish to be considered.

REFERENCES List three business/work references who are not related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

UNEMPLOYMENT PERIODS. Please explain any periods of unemployment.

From	To	Reason

EMPLOYMENT HISTORY Provide the following information for your past and current employers, assignments, or volunteer activities **starting with your most recent employer.** Use additional sheets if necessary. This information is subject to verification, so please provide complete information.

Dates Employed (Start with most recent)		Employer: _____ Telephone-()
From (mm/yy)	To (mm/yy)	Employer's <i>full mailing</i> address: City, State, Zip Code:
Starting Wage		Your job title:
\$ _____	per	Your immediate supervisor: _____ Telephone-()
Final Wage		Their job title:
\$ _____	per	<i>Specific</i> reason for leaving (will be verified):

Summarize the type of work performed and job responsibilities.

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from

a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state or federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name



DISCLOSURE AUTHORIZATION AND CONSENT FORM

PLEASE READ CAREFULLY

We truly welcome your application with **Company**. You are applying for a position whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background, including information submitted on their application or resume.

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security number trace, motor vehicle verification, education, previous employment, credit and a criminal background verification may be obtained for the purpose of this employment application. In addition, investigative consumer reports gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that **AccuSource, Inc.** has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Company** may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under **Company** employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law. I authorize **AccuSource, Inc.** at 1240 E. Ontario Avenue, Suite 102-140, Corona, California 92881, 951-734-8882, customerservice@accusource-online.com, www.accusource-online.com, and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **Company**. **Contact AccuSource, Inc., if you want to receive a copy of our Information Security Policy.**

I have read and understand this disclosure, and I authorize the background verification.

I authorize persons, schools, current and former employers, and other organizations and Agencies to provide **AccuSource, Inc.** with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
List Other Names Used (MAIDEN NAME)	Date of Birth (For Identification only)	Social Security Number
Drivers License Number	State Drivers License Issued	Last Name on Drivers License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates

← **RELEASE MUST BE SIGNED**

Applicant's Signature

Today's Date

- I understand my credit report will be pulled from TransUnion and wish to receive a copy of the Credit Report from TransUnion directly. (California, Oklahoma, Minnesota residents only). **Disregard if Credit is not required as part of your consumer report.*
- Please provide me with a copy of my investigative consumer report (California, New Jersey and New York residents only)