



Mooresville Park & Recreation District

1101 N Indianapolis Road
Mooresville, IN 46158
317-831-7149
www.mooresvillepark.com

Dear Applicant,

We are excited to hear that you are interested in working with the Mooresville Park & Recreation District.

We hope that you find this applicant introductory letter useful in learning more about what we have to offer and what we expect from our employees. Employees at the park are part of a close-knit community with much to offer the residents of Brown Township, Mooresville, and the surrounding area.

We have discovered that the most successful employees are the ones who enjoy people and providing a service to others. We pride ourselves in hosting fun, year-round experiences where employees are treated with dignity and respect. We are an “employee friendly” department that believes motivated and satisfied employees will do the best job of caring for our guests and participants. If this sounds like the adventure for you, please read through this letter and fill out the application on the following page. We look forward to learning more about you!

Sincerely,

Kris Wilson
Assistant Superintendent

Employment Requirements

Work Permit for employees under the age of 18
Attend all in-service trainings

Mooresville Park Staff Expectations

Punctuality – be on time, every time.
Enthusiasm, every day, every shift
Positive attitude
Teamwork and flexibility

Aquatic Center Positions

Must be able to work Memorial Day weekend through Labor Day weekend

Lifeguards – Must be 15 years of age or older

Must hold current certification (Lifeguard, CPR, First Aid)

Must pass a water skills test prior to employment

Cashier/Concession – Must be 15 years of age or older (priority given to 16 years or older)

Programs & Facilities

School Age Summer Camp Leader - Must have a High School diploma or equivalent

School Age Summer Camp Jr. Leader – Must be 16 years of age or older (REC Camp only)

Preschool Programs - Must be 16 years of age or older

Experience working with children of varied ages highly desired for above positions

Zip Line Operator/Cashier – Must be 16 years of age or older

RECU Before and After School Care

Junior Leader –16 years or older

Leader – Must be 18 years of age and a high school degree or equivalent

Site Coordinator - Must be at least 18 years of age and a high school degree or equivalent

Experience working with children of varied ages highly desired for all positions



MOORESVILLE PARK & RECREATION DISTRICT

Employment Application

1101 N. Indianapolis Road
Mooresville, IN 46158

317-831-7149
moorevillepark.com

PERSONAL DATA

NAME: First MI Last Other
ADDRESS: Number and Street City State Zip
PLEASE CHECK ONE: 15* 16-17* 18+ *Must be able to obtain a work permit upon hiring
EMAIL:
PHONE 1: (Cell) (Home) PHONE2: (Cell) (Home)
ARE YOU A U.S. CITIZEN OR AUTHORIZED TO WORK IN THE U.S.? YES NO

EDUCATION & TRAINING

Circle Highest Grade Completed: 7 or less 8 9 10 11 12 Did You Graduate? No Yes
School Name City and State Type of Degree or Diploma Awarded Major Field
Last High School Attended
Colleges Attended
Other (Military, Trade, Business)
SPECIAL QUALIFICATIONS (include active technical professional licenses, certifications, academic or professional awards, typing or computer skills, etc)

POSITION AVAILABILITY AND PREFERENCE

Please number your preference in order.

Table with 2 columns: AQUATIC CENTER (Lifeguard, Pool Maintenance, Concession/Cashier, Other) and PROGRAMS, SPECIAL EVENTS & FACILITIES (School Age Camps, Preschool Programs, Zipline Operator, Special Events, RECU Before/After School Care, Office Assistant, Maintenance, Other)

DATE AVAILABLE: Available for: Full Time Part Time Summer/Seasonal
TIMES AVAILABLE: Days Evenings: Weekends:

AN EQUAL OPPORTUNITY EMPLOYER

What personal experience qualifies you for the position(s) above for which you have applied?

EMPLOYMENT HISTORY

Give your employment history, beginning with your present or most recent employer.

(A) Name of Employer: _____

Position(s) Held: _____ Dates Employed: _____

Immediate Supervisor: _____ Phone: _____

Reason for Leaving: _____ May We Contact: _____ YES _____ NO

(B Name of Employer: _____

Position(s) Held: _____ Dates Employed: _____

Immediate Supervisor: _____ Phone: _____

Reason for Leaving: _____ May We Contact: _____ YES _____ NO

REFERENCES

List two people who are not related to you by blood or marriage who have not already been listed above who can comment on your education and/or work experience.

FULL NAME	COMPLETE ADDRESS	OCCUPATION	PHONE:	
			OFFICE	HOME
			O: _____	H: _____
			O: _____	H: _____

Have you ever been convicted of any crime? Yes No

Do we have your permission to conduct a criminal background check? Yes No

I hereby certify that all the above questions are fully, correctly, and truthfully answered and I authorize this employer to contact my former employers, references, and other sources in order to verify the facts furnished regarding my character and qualifications. I understand that any misleading, incorrect, or untruthful statements may render this application void; and if I am employed, would be just cause for termination of my employment. I further understand that employment is contingent upon compliance with various policies of the Mooresville Park and Recreation District.

Signature

Date

<p>COMPLETED FORMS CAN BE MAILED TO OR DROPPED OFF: Mooresville Park & Recreation District ATTN: Kris Wilson 1101 N. Indianapolis Road Mooresville, IN 46158</p>	<p>EMAILED TO: Kris Wilson kwilson@pdswireless.com</p>
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