

CITY OF MOORHEAD PARKS AND RECREATION DEPARTMENT  
500 CENTER AVE, PO BOX 779, MOORHEAD, MN 56561

APPLICATION FOR SEASONAL EMPLOYMENT

NAME \_\_\_\_\_  
Last First Middle  
ADDRESS \_\_\_\_\_  
Street City/State/Zip  
PHONE / E-MAIL \_\_\_\_\_  
(Home) (Work) (E-Mail Address)

Are you 18 years old or over? Yes No If not, please state your date of birth: \_\_\_\_\_

EDUCATION:

High School: \_\_\_\_\_ Circle: GED or Diploma

College/Vocation: \_\_\_\_\_ Degree \_\_\_\_\_

Please check the temporary/seasonal position(s) you are interested in applying for:



**SPRING/SUMMER ONLY**

- \_\_\_ Big Bopper/T-Ball/Pop-Up Coord
- \_\_\_ Tennis Coordinator/Head Instructor
- \_\_\_ Tennis Instructor
- \_\_\_ Summer Park Program Leader
- \_\_\_ Summer Park Program Assistant
- \_\_\_ Pre-School Leader
- \_\_\_ Pre-School Assistant
- \_\_\_ Wading Pool Attendant
- \_\_\_ Municipal Pool Supervisor
- \_\_\_ Municipal Pool Lifeguard
- \_\_\_ Municipal Pool Cashier
- \_\_\_ Adapted Swimming Assistants
- \_\_\_ Swim Instructor
- \_\_\_ Adapted Summer Day-Camp Leader
- \_\_\_ Inclusion Leader
- \_\_\_ Kids/Preschool Art Program Instructor
- \_\_\_ Kids/Preschool Art Program Assistant
- \_\_\_ Evening Rec. Facility Attendant
- \_\_\_ Special Event Assistant
- \_\_\_ Hjemkomst Ctr. Event Staff/Mtce.
- \_\_\_ Concessions
- \_\_\_ Other



**FALL/WINTER ONLY**

- \_\_\_ Youth Basketball Officials
- \_\_\_ Mini Basketball Instructor
- \_\_\_ Volunteer Youth Basketball Coaches
- \_\_\_ Figure Skating Instructors
- \_\_\_ Sports Center Rink Attendants
- \_\_\_ Rink/Warming House Attendants
- \_\_\_ Learn to Swim Instructors
- \_\_\_ Adult Volleyball Official
- \_\_\_ Youth Volleyball Instr/Coach
- \_\_\_ Youth Basketball Coordinator
- \_\_\_ Recreation Prog/Facility Supv.
- \_\_\_ Hjemkomst Ctr Event Staff/Mtce
- \_\_\_ Open Gym
- \_\_\_ Concessions – Sports Center
- \_\_\_ Other

**MAINTENANCE**

- \_\_\_ Snow Shovelers/Rink Mtce
- \_\_\_ Golf Course Maintenance

**GOLF COURSES (Summer Only)**

- \_\_\_ Maintenance Laborer
- \_\_\_ Golf Course Groundswoker
- \_\_\_ Golf Shop Attendant
- \_\_\_ Junior Golf Instructor
- \_\_\_ Range Attendants
- \_\_\_ Starter/Course Advisor

**VOLUNTEERS (Summer)**

- \_\_\_ Big Bopper Coach
- \_\_\_ T-Ball/Pop-up Coach
- \_\_\_ Softball Coach
- \_\_\_ Junior Recreation Leader

**STREETS**

- \_\_\_ Laborer

**WASTEWATER PLANT**

- \_\_\_ Maintenance Laborer
- \_\_\_ Lab Assistant

**SANITATION**

- \_\_\_ Laborer
  - \_\_\_ Compost Laborer
- (Summer Only)

**PARK MTCE (Summer Only)**

- \_\_\_ Mower Operator
- \_\_\_ Trim Mower Operator
- \_\_\_ Ball Field Maintenance
- \_\_\_ Park Attendant
- \_\_\_ Weekend Ranger
- \_\_\_ Evening Athletic Field Ranger
- \_\_\_ Pool Maintenance Assistant
- \_\_\_ Irrigation Repair
- \_\_\_ Mosquito-Weed Control Tech.
- \_\_\_ Forestry Groundswoker
- \_\_\_ Seasonal Tree Waters
- \_\_\_ Seasonal Litter Laborer

How many hours each week are you available for work? 10 Hours 20 Hours 30 Hours 40 Hours

Describe any other past training or experience; paid or unpaid, that has prepared you for this job:

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**LABOR, MAINTENANCE AND SKILLED CRAFT APPLICATIONS ONLY:** List all machines and equipment, which you have, experience operating \_\_\_\_\_

Do you have a valid driver's license? \_\_\_ Yes \_\_\_ No

If yes, what type of driver's license do you have? Please list the class and any endorsements. (A Class B Commercial Driver's License is required for some positions.) \_\_\_\_\_

**WORK HISTORY**

CURRENT/MOST RECENT EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Your Supervisor's Name \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we contact this person? \_\_\_\_\_ Your Position/Title \_\_\_\_\_  
Primary Duties \_\_\_\_\_  
\_\_\_\_\_

PRIOR EMPLOYER \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Your Supervisor's Name \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we contact this person? \_\_\_\_\_ Your Position/Title \_\_\_\_\_  
Primary Duties \_\_\_\_\_  
\_\_\_\_\_

I understand that nothing in this employment application is intended to lead to or create an employment contract between the City of Moorhead and myself.

I further understand and agree that the City or myself may terminate the employment relationship that may result from my application at any time.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***\*\*Please fill out attached Background Investigation form, Addendum and Veteran's Preference form. You must also sign and date your application for employment.***

**ADDENDUM TO  
APPLICATION OF EMPLOYMENT  
CITY OF MOORHEAD**

**For Office Use:**

Job Title \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Initials: \_\_\_\_\_

PRIVATE ADMINISTRATION DATA FOR EQUAL EMPLOYMENT OPPORTUNITY

**INSTRUCTIONS**

The policy and intent of the City of Moorhead is to provide equal employment opportunity for all persons regardless of race, color, creed, religion, national origin, marital status, disability, sex, age, or status with regard to public assistance.

**INDIVIDUALS WILL SEPARATE THIS SHEET FROM YOUR APPLICATION OTHER THAN THOSE WHO MAKE EMPLOYMENT DECISIONS AND THE REQUESTED INFORMATION WILL IN NO WAY AFFECT YOU AS AN INDIVIDUAL APPLICANT.** This information will be used to determine the effectiveness of our recruiting efforts in reaching all segments of the population and in validation of our selection methods.

Although **providing this information is voluntary**, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the selection of employees for the City of Moorhead.

Which sex are you?            Male \_\_\_\_\_    Female \_\_\_\_\_

Of the following, what racial/ethnic group do you consider yourself?

- \_\_\_\_\_ American Indian or Alaskan Native
- \_\_\_\_\_ Black (Non-Hispanic Origin)
- \_\_\_\_\_ Hispanic
- \_\_\_\_\_ White (Non-Hispanic Origin)
- \_\_\_\_\_ Asian or Pacific Islander

Do you consider yourself to be disabled:            Yes \_\_\_\_\_    No \_\_\_\_\_

(Disabled means any person who has a physical or mental impairment that materially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.)

How did you learn about this job?

- \_\_\_\_\_ Forum Want Ad
- \_\_\_\_\_ Minnesota State Employment Service
- \_\_\_\_\_ North Dakota State Employment Service
- \_\_\_\_\_ NDSU Placement Office
- \_\_\_\_\_ Concordia College Placement Office
- \_\_\_\_\_ MSU Placement Office
- \_\_\_\_\_ Northwest Technical College-Moorhead
- \_\_\_\_\_ Other School (please list) \_\_\_\_\_
- \_\_\_\_\_ Womens Organization (please list) \_\_\_\_\_
- \_\_\_\_\_ Other Source (please list) \_\_\_\_\_

Thank you for your assistance

**PLEASE INSERT THIS PAGE INTO THE COMPLETED APPLICATION FORM  
AND RETURN TO THE CITY HUMAN RESOURCES OFFICE.**

