



You can also apply online at [www.haysrec.org](http://www.haysrec.org), click About & Forms at the top!

# Hays Recreation Commission Application for all Positions

## Personal Information

First & Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/Zip: \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

What date are you available to start working? \_\_\_\_\_

Have you been employed by HRC before? Circle One

Yes      No      If yes, when? \_\_\_\_\_

Have you even been convicted of a felony? Circle One

Yes      No

Are you 18 or older? Circle One

Yes      No

Are you legally permitted to work in the US? Circle One

Yes      No

Are you able to work weekdays? Circle One

Yes      No

Are You able to work weekends? Circle One

Yes      No

Are you able to work evenings? Circle One

Yes      No

## Employment Experience

### Current/Most Recent Employer

Include company name and/or person worked for, address, phone number, start date, end date, and work performed. If you have not worked before please list a personal reference over the age of 18.

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Previous Employer 2 (if applicable)

Include company name, address, phone number, start date, end date, and work performed

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**Education**

Current/Most Recent School Attended

Include school (Middle, High, or College), city, state, years completed, degrees/diplomas attained, and course of study

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Previous Education 2 (if applicable)

Include school, city, state, years completed, degrees/diplomas attained, and course of study

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**First Aid & CPR**

Do you have a current first aid card? Circle One

Yes      No      If yes, what is the expiration date? \_\_\_\_\_

Do you have a current CPR card? Circle One

Yes      No      If yes, what is the expiration date? \_\_\_\_\_

**Activity Involvement**

Please list some activities you've been involved with enough to be familiar with them. Designate activities you've organized and directed by writing them in ALL CAPS.

Consider activities categories such as: aquatics, athletics, character building & personal development, clubs, hobbies, arts and crafts, gym activities, music, outdoor activities, dramatic activities, social activities, sports, etc.

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### References

Please list 3 references who are not related to you, and are over the age of 21. Include their name, phone number, address, and relationship to you.

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*Please complete this section if you are applying for a Referee/Umpire/Scorekeeper position, if not continue on to the Acknowledgement and Background Check section.*

### Referee/Umpire/Scorekeeper Experience

Please describe your experience in these areas, including paid and volunteer work.

Have you ever refereed, umpired, or kept score for HRC before? Circle One

Yes      No      If yes, what sports and when? \_\_\_\_\_

What sports have you officiated in the past 3 years? Include sport, age level, and years of experience.

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Please list any sports you are registered or certified to officiate. Include sport, age level, and years of experience.

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What sports have you played? Include sport, age level, and years of experience and level(rec/competitive/school)

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**-----ALL APPLICANTS MUST COMPLETE EVERYTHING BELOW THIS -----**

### Acknowledgement and Background Check

#### Acknowledgement

I certify that the answers given here are true and complete to the best of my knowledge. I understand that falsification or significant omissions of any information may be reason to end my volunteer relationship with HRC. My acknowledgement below also authorizes educational institutions, corporations, companies, partnerships, persons, and city, county and federal agencies to release information relating to the position for which I wish to serve for HRC upon their request. A copy of this acknowledged form shall act as the original and have the same validity. Circle One

I agree                      I do not agree



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### Authorization

I authorize and give consent to Hays Recreation Commission to obtain information about myself. I authorize this information to be obtained in writing, online, or by telephone in connection with my application. I also understand that any false information in this application will terminate my eligibility for employment or volunteer status. Circle One

I agree

I do not agree

### Background Check

The Hays Recreation Commission conducts background checks on all individuals who are employed by and/or volunteer for the HRC. This includes, but is not limited to: criminal background records/information, criminal background checks, driver's license checks, first aid experience checks, and address checks. Your personal information is secured and will not be shared outside the parameters described above. I authorize and give consent to the Hays Recreation Commission to obtain information about myself. I authorize this information to be obtained in writing, by telephone, or online in connection with my application. I also understand that any false information in this application will terminate my eligibility for employment or volunteer status. All HRC employees and volunteers over the age of 18 including full-time, part-time, seasonal, and volunteers are required to adhere to a background screening. These screenings will be required every two (2) years. This must happen before starting work and/or volunteering. Background screenings are done online, please provide your email address to send the link to complete the screening if you are hired or used in a volunteer position.

Enter valid email address here: \_\_\_\_\_

Please submit your completed application to the HRC Office, 1105 Canterbury Drive, Hays, KS 67601

Thank you for applying to HRC! This application is valid for the next 90 days. I understand that if I wish to be considered for employment/volunteering after this period of time, I must apply again.

