



Part-Time EMPLOYMENT APPLICATION

APPLICATION DATE:

Thank you for your interest in working for the Division of Recreational Sports. Ask Member Services (SRSC 115 or HPER Willdermuth) or visit RECSPTS.INDIANA.EDU to find out when the next job opportunities session is being held and submit this application at the end of the session. Be sure to complete all areas of this application and list the top five positions you wish to be considered for.

ABOUT YOU

Name _____ Email address _____

Local Address _____

City _____ State _____ Zip _____ Local Phone _____

Permanent Address _____

City/Country _____ State _____ Zip _____ Permanent Phone _____

EDUCATIONAL HISTORY

School	Name and Location	Highest Grade Completed	Major	Date of Leaving/Expected Graduation
High	_____	9 10 11 12	_____	_____
College	_____	Fresh. Soph. Jr. Sr. Grad.	_____	_____
Post Graduate	_____	_____	Certificates _____	_____
Foreign Languages Fluent In	_____			

PERSONAL INTERESTS

Hobbies, Interests, or Special Skills _____

Extra-curricular Activities (scholastic or athletic) _____

Honors, Awards, or Leadership Positions Held _____

PERSONAL DATA

Are you authorized to work in the U.S.A.? Yes No

What is your background? (optional) Caucasian Asian American African American Hispanic Native American Indian

Other (specify) _____ International (specify) _____

Have you ever been convicted of any crime other than minor traffic violations? Yes No If yes, where and what is the status? _____

EMERGENCY CONTACT

Person to notify in case of emergency:

Name _____

Address _____ City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

GENERAL INFORMATION

- Do you currently participate in Recreational Sports activities? Yes No If yes, what activities? _____
- Do you have work study? Yes No If yes, How much? _____ Have you checked for eligibility? Yes No
- Have you ever been employed by the Division of Recreational Sports? Yes No _____
- If yes, positions held and dates of employment _____
- Are you currently employed by any other department at Indiana University? Yes No If yes, how many hours do you work? _____
- How did you hear about this position? Word of Mouth Staff Member (please specify) _____
 Recreational Sports Web Page Academic Class (please specify) _____ Other (please specify) _____
- When are you available to work (check all that apply)? Fall Spring Summer I Summer II
- What date can you start work? _____ 7a. Can you work evenings and weekends? Yes No
- How many hours can you work per week? 3-9 hours 10-15 hours 16-20 hours Other (please specify) _____
- Please check the time of day you are available to work. Applicants may be scheduled to work at any Recreational Sports facility.
 Morning: 6 a.m.-Noon Afternoon: Noon-6 p.m. Evening: 6-11:30 p.m.

PREVIOUS EMPLOYMENT

Please list in chronological order beginning with your current or most recent position. If no previous employment, please list personal references.

Employer's name, address and phone number	Employment Dates To and From (month/year)	Your position, duties, and supervisor's name (for reference check)	Base Wage/Salary	Reason for Leaving

POSITIONS

Use this application to apply for all interested areas of employment. Resume and copy of certification preferred, if available.

Refer to the Recreational Sports Employment Opportunities web site at RECSports.Indiana.edu for job descriptions. Minimum one year commitment preferred. **Please prioritize your choice of job by indicating what positions you would like to apply for in the appropriate box.** All positions require CPR, Safety in the Workplace and PDT certifications except where noted. These certifications can be acquired through the Division if you are hired, but are not necessary to apply. These certifications will prepare you to properly handle emergencies at our facilities.

AQUATICS

Lifeguard • *Additional certifications: Lifeguarding*
Swimming Instructor • *Additional certifications: WSI*

FACILITY SUPPORT

Maintenance Assistant
Labor Assistant
Labor Mechanic
SET Instructor • *Additional certifications: Instructor certification*

FITNESS/WELLNESS

Personal Trainer • *Resume required. Additional certifications: Personal Training*
Group Exercise Leader *Additional certifications: Group Exercise*
Strength and Conditioning Consultant

INFORMAL SPORTS

Informal Sports Supervisor

INTRAMURALS

Intramural Sports/Sport Official
• *No experience necessary • No certifications required • Training is provided*
Intramural Sports/Supervisor • *Work Study preferred*

MARKETING

Campus Marketing Assistant
Marketing Assistant-Graphic Design • *Students must have skills in Adobe InDesign, PhotoShop and Illustrator*
Photographer
Videographer & Editor
Publicity Assistant
Web Coordinator

MEMBER SERVICES

Member Services Associate
Parking Operations Attendant

OUTREACH PROGRAMS

Outreach Programs Assistant

INFORMATION TECHNOLOGY

Student Assistant

List the positions you are applying for:

1. _____
2. _____
3. _____
4. _____
5. _____

Please check the certifications you currently hold and include expiration dates where relevant:

- Standard First Aid
Exp Date _____
- Safety in the Workplace:
Exp Date _____
- CPR for the Pro: Exp Date _____
- Child & Infant CPR: Exp Date _____
- Adult CPR: Exp Date _____
- Lifeguarding: Exp Date _____
- PDT: Exp Date _____
- Group Exercise (ACSM, ACE, OTHER) _____
- _____
- Water Safety Instructor (WSI) _____
- Certified Personal Trainer
- AED
- Other _____
- _____
- _____

SIGNATURE

The Indiana University Board of Trustees has directed that actions be taken to prevent discrimination against any employee or student on the sole basis of age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

I certify that all the information given in this application is true. I understand that any false statement made herein or omission of convictions or current criminal charges is sufficient reason for rejection of this application or termination of subsequent employment. I further authorize the University to investigate all statements made on my application for employment. I authorize such educational institutions and employers and others (and their agents or employees) to respond to questions concerning information given on this application and I further release from liability such former employers, institutions, or persons providing such information to the University. Indiana University has a policy on nepotism. Should a condition arise concerning this policy, it is the duty of the applicant/employee to disclose this to the supervisor.

Signature _____ Date _____

FOR OFFICE USE ONLY • enter dates

Application received at Division of Recreational Sports: _____ Applicant attended Division Employment Info Session: _____ Application entered into database: _____