



Employment Packet



Applications are accepted until positions are filled.

The fun starts here!

Benefits of working for BDCAS:

- ▶ Opportunity to make a difference in a participant's life
- ▶ Leadership training and experience
- ▶ Work with people who care about others and their community
- ▶ Meaningful work to build your resume
- ▶ Competitive wages with returning employee incentive program
- ▶ Increased pay for additional certifications
- ▶ Opportunity for advancement
- ▶ Positions that offer challenge and variety
- ▶ Flexible work schedules
- ▶ Employment opportunities year round

To apply for a position with BDCAS, complete and return this entire packet to the address below.

See back side of this page for position summaries.

City of Beaver Dam
Community Activities & Services
209 S. Center St., Beaver Dam, WI 53916

Ph: (920) 887-4639 Fax: (920) 887-1902
www.cityofbeaverdam.com/bdcas
bdcas@cityofbeaverdam.com

**CITY OF BEAVER DAM COMMUNITY ACTIVITIES & SERVICES
EMPLOYMENT POSITION SUMMARIES**

209 S. Center St., Beaver Dam, WI 53916
Ph: (920) 887-4639 Fax: (920) 887-1902
Office Hours: Monday-Friday, 7:30am-4:30pm
www.cityofbeaverdam.com/bdcas
bdcas@cityofbeaverdam.com

If you would like to view the full job description for any of the positions listed, please visit our Web site or our office.

BASKETBALL

YOUTH BASKETBALL SUPERVISOR: Plan, promote and supervise the basketball program, as well as supervise staff, volunteers and participants. *Must be 18 or older.*

YOUTH BASKETBALL ASSISTANT/REFEREE: Setup/takedown program equipment, referee games and assist coaches where needed. *Must be 16 or older.*

YOUTH BASKETBALL SCOREKEEPER: Setup/takedown program equipment and operate the electronic scoreboard. *Must be 14 or older.*

ITTY BITTY BUCKETS SUPERVISOR: Plan, promote and supervise the basketball program, as well as supervise staff, volunteers and participants. *Must be 18 or older.*

ITTY BITTY BUCKETS ASSISTANT: Setup/takedown program equipment, run drills/skills stations and assist where needed. *Must be 16 or older.*

DAY CAMP

SUPERVISOR: Plan, promote and supervise the camp program, as well as supervise staff, participants and volunteers. *Must be 21 or older.*

COUNSELOR: Build, strengthen and lead a variety of camp activities and assist with the supervision of volunteers and participants. *Must be 18 or older.*

FACILITY ATTENDANT

Open, close and supervise the facility, greet patrons, setup/takedown program equipment, enforce facility rules and maintain cleanliness of facility. *Must be 18 or older.*

FAMILY CRAFT SUPERVISOR

Plan, promote and supervise the craft program. *Must be 18 or older.*

FAMILY GAME DAY SUPERVISOR

Open, close and supervise the facility and participants during designated hours to ensure a fun and safe recreational experience. *Must be 18 or older.*

ICE-SKATING/SLEDDING SUPERVISOR

Open, close and supervise the facility and participants during designated hours to ensure a fun and safe recreational experience. *Must be 16 or older.*

PRIVATE PARTY SUPERVISOR

Open, close and supervise the facility for private parties. *Must be 16 or older.*

SOFTBALL (ADULT)

HEAD UMPIRE: Provide leadership and firmness of a competitive environment, supervise and schedule staff and officiate the games. *Must be 18 or older.*

UMPIRE: Officiate the games and ensure department rules are enforced. *Must be 18 or older.*

SCOREKEEPER: Operate the electronic scoreboard and keep accurate written records of games. *Must be 14 or older.*

TENNIS

COORDINATOR: Plan, promote and develop a quality tennis program and supervise staff and participants. *Must be 18 or older.*

ASSISTANT: Provide leadership and tennis instruction to participants. *Must be 16 or older.*

VOLLEYBALL (ADULT)

SUPERVISOR: Supervise the program, interpret rules when needed and ensure participant safety. This position does not officiate the game. *Must be 18 or older.*

SETUP ASSISTANT: Setup the volleyball standards and nets. *Must be 16 or older.*

YOUTH PROGRAMS

SUPERVISOR: Plan, promote and supervise youth programs, as well as supervises staff, volunteers and participants. *Must be 18 or older.*

LEADER: Plan, promote and lead various activities and assist with the supervision of volunteers and participants. *Must be 16 or older.*

City of Beaver Dam Community Activities & Services
SEASONAL APPLICANT INFORMATION

Name _____

CONTACT INFORMATION

HOME INFORMATION

COLLEGE INFORMATION

Address _____

City, State, Zip _____

Phone (_____) _____

Cell (_____) _____

E-mail _____

(_____) _____

(_____) _____

What is the best way and time to reach you (home, cell, email, text) ? _____

Are you 18 years of age or older? Yes No

SEASONAL EMPLOYMENT

BDCAS divides its seasonal employment opportunities into two seasons, summer and fall/winter/spring. The summer season is June-August and the fall/winter/spring season is September-May. Actual dates of employment vary during each season, depending upon specific program needs. Applicants hired for the following positions are employed on a seasonal basis, with employment officially terminated at the end of each season. Any individual dismissed from employment with BDCAS will not be considered eligible for future employment with the City of Beaver Dam.

POSITION(S) APPLIED FOR

Please indicate the positions you are interested in:

SUMMER OPPORTUNITIES (June-August)

- Day Camp – Supervisor
- Day Camp – Counselor
- Facility Attendant
- Private Party Supervisor
- Softball – Head Umpire
- Softball – Umpire
- Softball – Scorekeeper
- Tennis – Coordinator
- Tennis – Assistant
- Youth Programs – Supervisor
- Youth Programs – Leader

FALL/WINTER/SPRING OPPORTUNITIES (September-May)

- Basketball, Itty Bitty Buckets – Supervisor
- Basketball, Itty Bitty Buckets – Assistant
- Basketball, Youth – Supervisor
- Basketball, Youth – Assistant/Referee
- Basketball, Youth – Scoreboard Operator
- Facility Attendant
- Family Craft Supervisor
- Family Game Day Supervisor
- Ice-Skating/Sledding Supervisor
- Private Party Supervisor
- Volleyball – Supervisor
- Volleyball – Setup Assistant

WORK AVAILABILITY

For the season(s) you are interested in, list what days and hours you are available to work during the specific season(s).

Summer

Days _____ Hours _____

What dates are you available to work? Start Date _____ End Date _____

Fall/Winter/Spring

Days _____ Hours _____

What dates are you available to work? Start Date _____ End Date _____

TRAINING & SKILLS

Please list any special training that you have participated in that may be of interest to our department (include training names and dates).

Please list any relevant experience, interest, and skills that you may have (i.e. sports participation, arts & crafts, music, maintenance experience, etc.).

APPLICATION FOR EMPLOYMENT

All applicants must complete a City of Beaver Dam Application for Employment, in addition to this form, to be considered for employment with the Community Activities & Services Department. Applicants will be considered for seasonal employment opportunities available during the current calendar year. All individuals, including previous employees of the City of Beaver Dam, must submit a new application each year to be considered for seasonal employment.

APPLICANT SIGNATURE

I certify that all of the information I have provided on this form is true and complete to the best of my knowledge.

Signature _____

Date: _____

APPLICATION FOR EMPLOYMENT

CITY OF BEAVER DAM

205 South Lincoln Avenue, Beaver Dam, WI 53916

Phone: (920) 887-4600

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL INFORMATION

Last Name:	First Name:	MI:
Street:		
City:	State:	ZIP:
Home Phone #: ()	Business Phone #: ()	
Social Security Number:	<input type="checkbox"/> <input type="checkbox"/> Check if you have no SS#	

EDUCATION

High School Attended:		
City/Village:	State:	
Did you graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	GED Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	
College Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Major:	
College Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Major:	
Business/Technical School Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Major:	

SPECIAL SKILLS OR TRAINING

EMPLOYMENT HISTORY
(Begin with current or most recent employer)

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties:	Employer's Name:
	Address
	City/State/Zip
Reason for Leaving:	
May we contact your current employer/supervisor ? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties:	Employer's Name
	Address
	City/State/Zip
Reason for Leaving:	

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties:	Employer's Name
	Address
	City/State/Zip
Reason for Leaving:	

MILITARY SERVICE

Branch of Service	Served From/To(Mo/Yr)	Active or Reserve Duty	Highest Grade	Skill Specialty or Primary Duty

List special schools attended / skills acquired during military service:

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

REFERENCES

(Avoid listing members of the Clergy)

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

SUPPLEMENTARY INFORMATION

Type of employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		
Are you now or were you ever employed by this City? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in what position?		
From (Mo/Yr): / To: / Reason for leaving:		
List any relatives employed by or currently holding an appointive or elective position in the City:		
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid commercial driver's license with air brake endorsement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Possession of a valid license is considered only when it relates to the duties of the position you have applied for.		

Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please attach separate sheet giving full information.

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

CERTIFICATION

All information provided and statements made by me as part of this application, or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge.

I understand that if I am selected for employment, false information provided or false statements made as part of this application may be considered as cause for dismissal.

(Applicant's Signature)

(Date signed)

Under the provisions of Section 19.36, Wisconsin Statutes, I request that my identity as an applicant for employment not be revealed without my consent or until required under law.

(Applicant's Signature)

(Date signed)

FOR CITY USE ONLY

Applicant's name:

Position applied for:

Date application received:

Application reviewed by:

Date:

- Action taken:
- Application screened.
 - Ready for review as received.
 - Additional information requested:
-
- Application rejected.
 - Received after deadline.
 - Failure to meet minimum requirements:

 - Application withdrawn.

Notes / comments:

Application reviewed by:

Date:

- Action taken:
- Applicant eligible for consideration
 - Additional information requested:
-
- Applicant not eligible for further consideration:

Notes / comments:

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other basis prohibited by law.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government record-keeping, reporting, and other legal requirements, please fill out the Application Data Record. This information will only be used in accordance with federal regulations. We appreciate your cooperation.

This data will be kept in a Confidential File separate from the Application for Employment.

*If you are a disabled veteran, veteran of the Vietnam Era, or have a physical or mental handicap, you are invited to volunteer this information below. Submission of information relating to disability, veteran status or disabled veteran status is voluntary. Failure to respond will have no adverse affect on you or your job status. If you do respond, the information given will be kept confidential and used in accordance with federal regulations.

(PLEASE PRINT)

Date:

Position(s) Applied For:

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other:

Name _____ Phone (____)
- LAST FIRST MIDDLE AREA CODE

Address _____
 NUMBER STREET CITY STATE ZIP CODE

Affirmative Action Survey

Check One: Male Female

Check one of the following

Race/Ethnic Group: White Black Hispanic

American Indian/Alaskan Native Asian/Pacific Islands

***COMPLETION OF THIS SECTION IS VOLUNTARY**

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Disabled Individual