

CITY OF HURON

Part-time/Summer Employment Application

Human Resource Coordinator
 239 Wisconsin Ave SW
 PO Box 1369
 Huron, SD 57350
 (605) 353-8505

APPLICANT INFORMATION					
Last Name	First	M.I.	Date		
Street Address			Apartment/Unit #		
City	State	ZIP			
Phone	E-mail Address				
Date Available					
Position Applied for					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Are you under age 18?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have a valid Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	License Number:		
EDUCATION					
High School		Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
REFERENCES <i>(please list three professional references)</i>					
Full Name			Relationship		
Company			Phone ()		
Address					
City		State		ZIP	
Full Name			Relationship		
Company			Phone ()		
Address					
City		State		ZIP	
Full Name			Relationship		
Company			Phone ()		
Address					
City		State		ZIP	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
<p>I hereby certify that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements on this application are subject to investigation and verification. I understand that any withholding of information, misrepresentation or falsification of statements on this application or on city medical forms could result in rejection for employment, or if employed, termination from the city at any time.</p> <p>I authorize and release from liability all employers, persons, schools, law enforcement agencies and other organizations named in this application to provide information requested by the City of Huron in its processing of this application.</p> <p>I also understand that nothing in this application or in the granting of an interview is intended to create an employment contract. I have received no promise regarding employment and I understand that no such promise or guarantee is binding on the City of Huron. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Huron has a similar right.</p> <p>YOU MUST SIGN THIS APPLICATION – UNSIGNED APPLICATIONS MAY BE DISQUALIFIED.</p>	
Signature	Date

**City of Huron
Permission to Research
Driving History, Sexual Offender Registry & Criminal Background**

I, (print name) _____, do hereby authorize a review of and full disclosure of vehicle operator license status, driving history records, sexual offender registry and criminal history records concerning myself to any duly authorized agent of the City of Huron whether the said records are public, private or confidential.

The intent of this authorization is to give my consent for full and complete disclosure of my vehicle operator license status and driving history. I understand that any information obtained during the investigation of my vehicle operator license status and driving history records, which is developed directly or indirectly, in whole or in part upon this release authorization, may be considered in determining my suitability for employ by the City of Huron.

The intent of this authorization is to give my consent for full and complete investigation of my criminal history records. I understand that any information obtained during the investigation of my criminal history records, which is developed directly or indirectly, in whole or in part upon this release authorization, may be considered in determining my suitability for employ by the City of Huron.

If this position involves working with or around minor children, then the intent of this authorization is to give my consent for investigation of any pertinent history that may be shown in the county and state sexual offender registry.

If this position requires the operation of a vehicle controlled by Commercial Drivers License (CDL) regulations, I hereby authorize full disclosure of my previous drug and alcohol testing results from past employers where I participated in a federally mandated drug and alcohol testing program controlled by the US Dept. of Transportation, Federal Highway Administration. This permission includes the right for the City of Huron Drug/Alcohol Program Manager to discuss my drug and alcohol testing history with representatives of previous employers – as permitted by federal regulations. Any information discussed related to Federal Motor Carrier Controlled Substances and Alcohol Use and Testing regulations will be held as confidential information for the use of the City Drug/Alcohol Program Manager.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information. I do hereby release said person(s) from any and all liability that may be incurred as a result of furnishing such information.

Signed: _____ Date: _____

Witness to applicant signature:

If applicant is 17 years of age or under, then a parent or legal guardian must witness the applicant's signature.

Witness Signature Date: _____

Printed name of witness / parent / legal guardian: _____

City of Huron Job Description

Employer: City of Huron

Department: Golf Pro-Shop

Reports To: Huron Golf Professional

Position Title: Golf Pro-Shop Attendant

Rate of Pay: Rate of pay will vary depending on the experience, skills, and qualifications of the particular employee.

Opening Date: Opening date will vary depending on the needs of the Golf Pro.

Position Classification:

1. This is a Part-Time and Seasonal position. This position will last a maximum of seven months per calendar year.
2. The employee will work less than 1040 hours in the calendar year with no guarantee of hours per day, per week or per month.
3. This position is exempt from overtime under FLSA regulations.
4. Employee in this position is not eligible to accumulate or use comp time or earn any city benefits other than those specifically noted herein.
5. This position is only open during the summer golf season.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Open the Pro-Shop, prepare for customers and close the Pro-Shop as directed by the Pro.
 2. Check in and wait on golfers. Waiting on customers includes making and serving coffee, serving drinks, operating the cash register, and sales of golf related products.
 3. Keep the Pro-Shop neat and clean for customers by performing maintenance including: cleaning windows; clearing, cleaning and dusting tables and chairs; clean the television and computer screens; cleaning the restrooms as needed and refilling soap and paper products; vacuuming carpets; sweeping floors; emptying garbage containers; and washing dishes as needed.
 4. Check out, check in, clean and line up golf carts.
 5. Ensure that driving range is ready for use including having range balls ready for use.
 6. Ensure that the posted list of before, during and after shift duties are properly completed.
 7. Ensure that the Pro-Shop, Cart Shed and related equipment are properly secured and accounted for during and after the work shift.
 8. Always serve customers with a smile and positive attitude.
 9. Performing other such duties deemed necessary and assigned by the Pro.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Hours of work: Employee will report to work on time. Hours of work per day and per week may vary. Employee will normally work eight (8) hours or less per day. Employee will be required to come to work early and work late if the task requires. Employee will be required to work on weekends. Typical weekday day shift hours are 7:30 a.m. to 2:00 p.m. Typical weekday afternoon/evening shift hours are 2:00 p.m. to 10:00 p.m. Typical weekend day shift hours are 7:00 a.m. to 2:00 p.m. Typical weekday afternoon/evening shift hours are 2:00 p.m. to 10:00 p.m.

Benefits: By policy of the Huron Golf Commission, Golf Pro-Shop Attendants are allowed to purchase their personal golf course membership at half the normal price.

Experience Necessary: None other than that the applicant / employee must be able to follow instructions. Knowledge of golf would be helpful for the person in this position.

Work Location(s): Employee will normally be required to report to the Memorial or Broadland Creek Golf Course for work. Place of work may change from early shift to late shift and from weekday to weekend.

Equipment Operation: Employee must be able to operate a golf cart.

Education and Experience:

1. High School diploma or GED Certification recommended, though employee may be a student.

Language Skills:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to orally report and write simple reports.

Mathematical Skills:

1. Ability to use basic math skills.

Reasoning Ability:

1. Ability to apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
2. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

1. Certificates or examinations as deemed necessary by the Golf Pro, the Golf Board or the Huron City Commission.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and stoop, kneel, or crouch.
2. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and to communicate.
3. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
2. The employee is occasionally exposed to hot, cold, wet and/or humid conditions while working indoors and outdoors.
3. The noise level in the work environment is usually moderate.

Date Approved

Department Head

Commissioner in Charge

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Sign Off:

The employee is expected to adhere to all City of Huron policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description.

Employee Signature: _____

Date: _____