

# RESTON COMMUNITY CENTER

## Application for Part-time, Seasonal, or Temporary Employment

Name	First																			Last																			MI																																							
Home Address																																																																														
City																																							State																				Zip																			
Phone	Home																																							Cell																																						
E-Mail Address																																																																														

Position/Scheduled hours you seek: \_\_\_\_\_

Date available to work: \_\_\_\_\_

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY OF THE WEEK.							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From/To:							

Have you ever worked for Fairfax County?  Yes  No If yes, what department? \_\_\_\_\_

Are you legally eligible to be employed in the U.S.?  Yes  No (Verification will be required upon hire.)

QUALIFICATIONS AND SKILLS
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current CPR certification? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date? _____
Do you have a current First Aid certification? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date? _____
Are you fluent in a second language? <input type="checkbox"/> Yes <input type="checkbox"/> No Language? _____
Please list other certifications, special qualifications, or skills: _____
_____
_____
_____

# RESTON COMMUNITY CENTER

## Application for Part-time, Seasonal, or Temporary Employment

### SCHOOL MOST RECENTLY ATTENDED

School: \_\_\_\_\_ Location: \_\_\_\_\_

Last grade completed: \_\_\_\_\_ Year: \_\_\_\_\_ Graduated:  Yes  No  GED

Degree: \_\_\_\_\_ Certifications: \_\_\_\_\_

Please list any training or education that relates to the position for which you're applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECENT JOB OR RELATED WORK		
Job Title:	Job Title:	Job Title:
Company:	Company:	Company:
Location:	Location:	Location:
Supervisor:	Supervisor:	Supervisor:
Telephone:	Telephone:	Telephone:
Dates Worked:	Dates Worked:	Dates Worked:
Primary Duties:	Primary Duties:	Primary Duties:

Have you ever held a position where you supervised staff?  Yes  No If yes, what were your duties and how many staff did you supervise? \_\_\_\_\_

### LIST TWO REFERENCES WHO HAVE KNOWLEDGE OF YOUR WORK SKILLS AND ABILITIES

Name	Business/Company/School	Phone	Email

**SIGNATURE REQUIRED:** I understand that employment by RCC is contingent upon the completion of a Criminal Background Check and that those results could lead to my dismissal even after I may have been hired and scheduled.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for dismissing me after I have begun work.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Reston Community Center Hunters Woods**  
2310 Colts Neck Road • Reston, VA 20191

**Reston Community Center Lake Anne**  
1609-A Washington Plaza • Reston, VA 20190

703-476-4500 • 800-828-1120 (TTY) • 703-476-8617 (FAX)

