

Education

High School _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

College/University _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

Graduate/Professional _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

Other (Graduate, Trade, Business, Technical) _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

Skills and Training

Indicate skills, knowledge and abilities in the following areas that relate to the position(s) you are applying for. Please check all that apply.

- Computer Spreadsheets Word Processing
 Fax/Copier Calculator

Please list any hardware, software, mobile machinery, or equipment with which you have experience that relates to the position(s) you are applying for.

Please describe any other specialized skills, training, or qualifications obtained through employment, apprenticeship, the military, or other experience.

RCSC considers applicants for all positions without regard to age, race, ethnicity, gender, religion, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.

RCSC complies with the Smoke Free Arizona Act, A.R.S. 36-601.01.

RCSC prohibits smoking in all places of employment and in all vehicles owned and operated by RCSC. Various outdoor areas are also designated "no smoking" to ensure that second-hand smoke does not drift into any buildings, entranceways or other smoke free areas.

Applicant's Statement/Authorization

I certify that the information provided in this application is true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this employment application, including all employment references and educational background as may be necessary to arriving at an employment decision.

I authorize all and any individuals, prior employers, corporations, partnerships, educational institutions, and/or governmental agencies having any information about me to furnish such information to the Recreation Centers of Sun City, Inc., and/or its authorized representatives.

I hereby release, discharge, and agree to hold harmless the Recreation Centers of Sun City, Inc., their officers, employees, and agents and any persons or entities furnishing information from any and all liability of every nature and kind.

I hereby understand that this application for employment shall be considered active for a period of time not to exceed one year. If I wish to be considered for employment beyond this time period, I will inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by a written document or by conduct, unless an authorized executive of the organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application, resume, or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Date: / /

Signature:

How did you hear about us? Newspaper Advertising Job Posting Employee Referral

Name of Newspaper _____

Location of Posting _____

Name of Employee _____

Other (please specify) _____

Human Resources Department Use Only

ARRANGE INTERVIEW Yes No DATE: / /

INTERVIEWER: _____

REMARKS: _____

EMPLOYED Yes No DATE OF EMPLOYMENT: / / HOURLY RATE/SALARY: _____

NOTES: _____

Last Name, First Name, M.I.

Phone

Date

All positions are Full-time unless otherwise indicated.
Please check all positions for which you are applying.

ADMINISTRATION

- Accountant
- Audio/Video Technician
- Building & Infrastructure Coordinator
- Communications Coordinator
- Executive Assistant–Assistant G.M.
- Executive Coordinator
- Golf Administrative Coordinator
- Human Resources Generalist
- Information Technology Specialist
- IT Application Support Specialist

OFFICE SUPPORT

- Accounting Coordinator
- A/R Collector/Auditor
- CHS Auditor (Part-Time)
- Corporate Receptionist
- Courier
- Cardholder Services Agent
- Clubs & Activities Agent
- Purchasing Coordinator

CENTERS

- Lead Utility Worker (Full-time)
- Irrigation Technician
- Facilities Attendant (Part-time)
- Utility Worker (Part/Full-time)
- Grounds Worker (Part-/Full-Time)

BOWLING

- Bowling Lane Mechanic
- Bowling Shop Worker (Part-Time)
- Lane Attendant (Part-Time)
- Pinchaser (Part-Time)

GOLF PRO SHOP

- Driving Range Attendant (Part-time)
- Golf Shop Worker (Part-time)

SKILLED TRADES

- Aquatics Specialist/Plumber
- Building Maintenance Mechanic
- Building Maintenance Mechanic/Electrician
- Carpenter
- Fitness Equipment Technician
- Painter

SNACK SHOPS

- Attendant/Cook (Part-time)

SUPERVISORY

- Area Supervisor
- Bowling Center Supervisor
- Bowling Lead Mechanic
- Cardholder Services Supervisor
- Clubs & Activities Supervisor
- Golf Pro Shop Head Starter