



Applications are accepted year round and kept on file for 90 days. After 90 days you are welcome to apply again, as needs are always changing. Applications can be filled out electronically, saved and emailed to the address below; printed, completed and mailed in; or submitted in person at the address below or at any PP&R Community Center. Only completed applications will be considered. Qualified candidates will be contacted as relevant positions become available. For more information about applying please visit portlandoregon.gov/parks/38305, call 503-729-3368, or email parksrecreationhiring@portlandoregon.gov.

Submit applications via email to: parksrecreationhiring@portlandoregon.gov

Submit applications via mail to: Portland Parks & Recreation
305 NE 102nd Avenue, Suite 250
Portland, Oregon 97220

Certifications	Expiration Date	Which age group(s) you are comfortable working with?
Standard First Aid		<input type="checkbox"/> Preschool (2-5yrs) <input type="checkbox"/> Youth (6-12yrs) <input type="checkbox"/> Teen (13-17yrs) <input type="checkbox"/> Adult <input type="checkbox"/> Senior (60+)
CPR		
Food Handlers		
Other Certifications		
<i>All positions require First Aid/CPR ***</i>		

Please indicate which positions or areas you would like to apply for.

Customer Service	Enrichment	Performing Arts	Sports	Health & Fitness
<input type="checkbox"/> Customer Service Rep. <input type="checkbox"/> Facility Attendant <input type="checkbox"/> Inclusion Assistant <input type="checkbox"/> Party Host <input type="checkbox"/> Other: _____	<input type="checkbox"/> After School <input type="checkbox"/> Art/Crafts <input type="checkbox"/> Cooking <input type="checkbox"/> Visual Arts <input type="checkbox"/> Other: _____	<input type="checkbox"/> Ballet <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theater <input type="checkbox"/> Other: _____	<input type="checkbox"/> Basketball <input type="checkbox"/> Gymnastics <input type="checkbox"/> Skate <input type="checkbox"/> Soccer <input type="checkbox"/> Sports Official <input type="checkbox"/> Other: _____	<input type="checkbox"/> Fitness Attendant <input type="checkbox"/> Personal Trainer - <i>identify certification above</i> <input type="checkbox"/> Group Fitness Instructor <input type="checkbox"/> Other: _____
For the areas you have indicated above, please share relevant experience. For instructors, please share types of classes and age group experience. <input type="checkbox"/> I have also attached a resume and/or cover letter				

Name: _____ Pronouns: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____ Alternate Phone: _____

Please indicate highest level of education completed: _____ I would like to opt out of email communication regarding hiring

Do you speak, write or read any languages other than English? Yes _____ No

Have you worked for Portland Parks & Recreation previously? Yes No

How did you hear about this job? School (name) PP&R website Other website Other: _____

Hours vary by program, what hours can you work? Morning Mid-day Afternoon Evening Any time of day

How many hours per week can you work? (Mark all that apply) 5-10 10-20 20-30 30-40



Area of Portland you prefer to work: North Northeast Southeast East West Anywhere

List specific sites if applicable: _____

What is most important to you? (Please rank in order): Time of Day Hours/Week Location

Please list your employment and/or volunteer history. Begin with your most recent experience.

Employer: _____ Phone: _____

Position: _____ Dates Employed: _____ to _____

Duties: _____

Wage: _____/Hour Hours: _____/Week May we contact this employer: Yes No

Reason for leaving: _____

Employer: _____ Phone: _____

Position: _____ Dates Employed: _____ to _____

Duties: _____

Wage: _____/Hour Hours: _____/Week May we contact this employer: Yes No

Reason for leaving: _____

Veteren's Preference	
<p>If you are requesting Veteran's Preference, attach a copy of your DD214/DD215 and/or Veteran's Administration letter stating your disability to your profile. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for. Veteran's Preference documentation must be submitted with your application.</p>	
Other Information	
<p>I understand that if hired by Portland Parks & Recreation, my employment is part-time, seasonal and at-will. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by program demand, facility need, weather, and mobility and employee experience. I have made no willful misrepresentations, omissions or falsifications. I am aware that should investigation disclose such misrepresentations, falsifications or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification or omission, it will be just cause for immediate dismissal.</p>	
Signature and Date: _____	
References	
Name: _____	Relationship to applicant: _____
Email: _____	Phone: _____
Name: _____	Relationship to applicant: _____
Email: _____	Phone: _____



Confidential Applicant Information **Gender, Ethnicity, and Race Self-Identification Form**

Portland Parks & Recreation invites applicants to self-identify their gender, ethnicity, and race. This voluntary information is separated from the application at the time of processing and prior to evaluation of the application. Submittal of this information is strictly voluntary and will be kept confidential. When reported, data will not identify any specific individual.

PERSONAL DATA

Gender: How do you identify? _____

RACE/ETHNICITY

Which of these group(s) best describes how you identify yourself racially and/or ethnically?

- African Immigrant
- American Indian/Alaskan Native
- Asian
- Black or African American
- Hispanic/Latino
- American Native Hawaiian/Pacific Islander
- Slavic/Eastern European Immigrant
- White
- Multi-Racial
- Other: _____