

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
HUMAN RESOURCES DIVISION

DATE: October 4, 2017

TO: ALL RECREATION FACILITY DIRECTOR'S

FROM: LIEN NGUYEN  
Human Resources Division

SUBJECT: **REASSIGNMENT OPPORTUNITY FOR RECREATION FACILITY DIRECTOR**

A reassignment opportunity is available for Recreation Facility Director, at the following locations:

Augustus Hawkins R.C.	Cypress Park Clubhouse
Elysian Valley R.C.	Lemon Grove R.C.
Lincoln Heights R.C.	Poinsettia R.C.
Silver Lake R.C.	Toberman R.C.
Trinity R.C.	

If you wish to be interviewed for any of these positions, please indicate which position you are interested in and email the attached departmental application to [rap.hrcerts@lacity.org](mailto:rap.hrcerts@lacity.org) by Friday, October 13, 2017 by 4:00 p.m. The subject line should include Reassignment – Recreation Facility Director. You will be notified of the interview date, time and location at a later date.

If you have any questions or need further information, email the certification unit at [rap.hrcerts@lacity.org](mailto:rap.hrcerts@lacity.org).

cc: Vicki Israel  
Randy Kelly  
Anita Meacham  
Charles Singer  
Theresa Walker  
Ruby Bravo  
Austin Dumas  
Certification Unit

**CITY OF LOS ANGELES**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER



**DEPARTMENTAL  
APPLICATION FOR  
EMPLOYMENT**

1. CITY JOB TITLE		2. DEPARTMENT		3. CLASS CODE	
4. LAST NAME		FIRST		MI	
5. MAILING ADDRESS: NUMBER	STREET		APARTMENT	5a HOME PHONE – Area Code & Number	
CITY	STATE	ZIP CODE		6. WORK PHONE – Area Code & Number	
7. DRIVERS LICENSE NUMBER		STATE		EXPIRATION DATE (MM/DD/YYYY)	
8. YOU WILL BE REQUIRED TO SUBMIT VERIFICATION OF THE LEGAL RIGHT TO WORK IN THE UNITED STATES WITHIN THREE (3) BUSINESS DAYS BEGINNING WITH YOUR FIRST DAY OF WORK. IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, WE ARE LEGALLY PROHIBITED FROM EMPLOYING ANYONE WHO CANNOT PROVIDE SUCH VERIFICATION.					

HIGH SCHOOL EDUCATION				9b. IF UNDER 18 YEARS OF AGE, CAN YOU PROVIDE A WORK PERMIT OR A G.E.D. CERTIFICATE AFTER AN EMPLOYMENT OFFER IS MADE?			
9a. DID YOU GRADUATE FROM HIGH SCHOOL OR PASS THE G.E.D. TEST?		Yes	No			Yes	No
NAME AND LOCATION OF UNIVERSITIES COLLEGES OR TRADE SCHOOLS ATTENDED	COMPLETION DATES	UNITS COMPLETED SEMESTER	QUARTER	MAJOR SUBJECT OR COURSE	UNITS COMPLETED IN MAJOR	TITLE OF DEGREE/ CERTIFICATE RECEIVED	

10. SPECIAL COURSES				
Course Name	Units Completed		Name of School	Date Completed
	Semester	Quarter		

11. SPECIAL LICENSES REQUIRED FOR THIS JOB			
License	Date Issued	Issuing Agency	Expiration Date

12. SIGNATURE (Original in ink; pencil or photocopy not accepted)	DATE

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13. **WORK EXPERIENCE:** BEGIN WITH YOUR MOST RECENT JOB – LIST EACH JOB SEPERATELY. List all jobs regardless of duration, including part-time jobs, military service, and any periods of unemployment during the last ten years. Also, list volunteer experience and jobs held more than ten years ago which relate to the job for which you are applying. You must use the correct civil service class title for jobs held within the City.

DATES		EMPLOYERS	DUTIES
MONTH & YEAR		NAME OF CURRENT OR LAST EMPLOYER	YOUR TITLE
FROM			DUTIES PERFORMED
TO		ADDRESS (OR CITY DEPARTMENT)	
TTL MOS WORKED	HRS PER WEEK	CITY, STATE AND ZIP CODE	
MONTHLY SALARY EARNED \$		IMMEDIATE SUPERVISORS NAME	REASON FOR LEAVING
			CONTACT PHONE NBR
MONTH & YEAR		NAME OF PREVIOUS EMPLOYER	YOUR TITLE
FROM			DUTIES PERFORMED
TO		ADDRESS (OR CITY DEPARTMENT)	
TTL MOS WORKED	HRS PER WEEK	CITY, STATE AND ZIP CODE	
MONTHLY SALARY EARNED \$		IMMEDIATE SUPERVISORS NAME	REASON FOR LEAVING
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