

APPLICATION FOR EMPLOYMENT

NAME:

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For Parks and Recreation Director	Date of Application 04-30-2021
How Did You Learn About Us?	
☒ Advertisement	☐ Relative
☐ Employment Agency	☐ Friend
☐ Inquiry	
☐ Other _____	

Last Name Green	First Name Anthony	Middle Name Davion
Address 3511	Number Rocky Ridge Drive	City Oxford
State AL		Zip Code 36203
Telephone Number(s) Cell: (256) 224-2683		Social Security Number (Voluntary)

POSITION:

DATE:

Best time to contact you at home is: Any: time AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☒ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☒ No

..... If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☒ No

..... If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☒ No

Are you currently employed? ☒ Yes ☐ No

May we contact your present employer? ☒ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☒ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Date available for work 05/29/2021 What is your desired salary range? N/A

Are you available to work: ☒ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☒ No

Can you travel if a job requires it? ☒ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School	Oxford Elementary 1401 Caffey Dr Oxford, AL 36203			
High School	Oxford High 1 Yellow Jacket Drive Oxford, AL 36203	Engineering	4	Engineering
Undergraduate College	Jacksonville State 1602, 700 Pelham Rd N Jacksonville, AL 36265	Criminal Justice (Online)	2	Still attending
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

CPR & AED Certified

Describe any job-related training received in the United States military.

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

If you need additional space, please continue on a separate sheet of paper.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

1

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

☐ Terminal	☒ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
☒ PC/MAC	☒ Word Processing	_____	_____
☐ Typewriter	☐ Shorthand	_____	_____
WPM <u>60+</u>	WPM <u>60+</u>	_____	_____

State any additional information you feel may be helpful to us in considering your application.

CPR & AED Certified

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☒ YES ☐ NO

REFERENCES

1. Riley Shaw (256) 689-5835
(Name) Phone #
198 Clinton Drive Alexandria, AL 36250
(Address)
2. Hailey Cooper (256) 473-0326
(Name) Phone #
670 Cunningham Lane Eastaboga, AL 36260
(Address)
3. Claire Trotter (256) 343-8696
(Name) Phone #
412 Forever Wild Lane Oxford, AL 36203
(Address)

Anthony Green

Oxford, AL 36203
Anthonygreen1213@gmail.com
(256)-224-2683

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Physical Education Aide

Walter Wellborn Elementary School - Anniston, AL
January 2021 to Present

I'm a PE Aide at Walter Wellborn Elementary school helping with PreK-6th grade.

Filmer

White Plains High School - White Plains, AL
July 2020 to Present

This is a volunteer position that I took with White Plains High School to film football practices and games

CEO and Founder

Ant Tech Solutions - Oxford, AL
January 2020 to Present

I started this business just to pick up a little extra cash helping anyone and everyone with various technological needs. It quickly grew attached and hoping one day it'll be a bigger company than I can ever imagine.

Sports Information Student Assistant

Jacksonville State University - Jacksonville, AL
August 2019 to Present

I'm a sports information director student for JSU Athletic's Department.

Office Aid

The City of Oxford, PARD - Oxford, AL
May 2019 to Present

I work for the City of Oxford, AL as an Office Aid. Basically working wherever I'm in need throughout the city in the PARD facilities but mainly out the Oxford Civic Center

Call Taker/Dispatcher

Calhoun County 911 District - Oxford, AL
June 2020 to July 2020

I'm currently going through the training process. As of 07/01/2020 3:00 PM, I've passed my Emergency Medical Dispatcher test, Association of Public Communication Officials test and many more

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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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 Employee at any time with or without cause.

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



Signature of Applicant

04 - 30 - 2021

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

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Extra Labor

The City of Oxford - Oxford, AL
April 2017 to May 2019

I work for the City of Oxford, AL as Extra Labor. Basically working wherever I'm in needed throughout the city in the PARD facilities.

Athletic Manager

OXFORD HIGH SCHOOL - Oxford, AL
August 2015 to May 2019

This was a volunteer position that I took with Oxford High School while I was a student. I was the Athletic manager for Baseball, Basketball and Football. My main job duties were filming practices/games and then uploading them to a sports viewing platform called Hudl. Along with that I'd keep the technology up to date such as website, social media, iPads and many more things.

Summer Student Worker

Oxford City Board of Education - Oxford, AL
May 2015 to August 2018

I worked for The City of Oxford Board of Education in the Tech. Department working on the schools computers.

Education

Bachelor's in Criminal Justice/Law Enforcement

Jackson State University - Jacksonville, AL
January 2020 to Present

Minor in Computer Science and Information Systems

Jacksonville State University - Jacksonville, AL
August 2019 to Present

High school diploma in Engineering

Oxford High School - Oxford, AL
August 2015 to May 2019

Skills

- General Labor (5 years)
- Documentation (4 years)
- Management (4 years)
- Powerpoint (4 years)
- Training (2 years)
- Media Relations (4 years)
- Filming (4 years)
- Video Production (6 years)
- Social Media Management (4 years)

APPLICATION FOR EMPLOYMENT

NAME:

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(PLEASE PRINT)

Position(s) Applied For <u>Parks & Recreation Director</u>	Date of Application <u>5-4-2001</u>
How Did You Learn About Us?	
☐ Advertisement	☐ Relative
☐ Employment Agency	☒ Friend
☐ Inquiry	☐ Other

Last Name <u>Hutton</u>	First Name <u>Brian</u>	Middle Name <u>Keith</u>
Address <u>132 Silverwood Dr</u>	City <u>Talladega</u>	State <u>AL</u>
Zip Code <u>35160</u>	Telephone Number(s) <u>256-375-6068</u>	Social Security Number (Voluntary)

POSITION:

Best time to contact you at home is:	_____	AM PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	☐ Yes	☐ No
Have you ever filed an application with us before?	☐ Yes	☒ No
..... If Yes, give date _____		
Have you ever been employed with us before?	☐ Yes	☒ No
..... If Yes, give date _____		
Do any of your friends or relatives, other than spouse, work here?	☐ Yes	☒ No
Are you currently employed?	☒ Yes	☐ No
May we contact your present employer?	☐ Yes	☒ No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	☐ Yes	☐ No
Proof of citizenship or immigration status will be required upon employment.		
Date available for work <u>2-week notice</u>	What is your desired salary range?	<u>47,500</u>
Are you available to work:	☒ Full-Time	(please indicate 1 2 3 shift)
	☐ Part-Time	(please indicate Mornings Afternoon Evenings)
	☐ Temporary	(please indicate dates available ____/____/____ - ____/____/____)
Are you currently on "lay-off" status and subject to recall?	☐ Yes	☒ No
Can you travel if a job requires it?	☒ Yes	☐ No

DATE:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- Video Editing

Links

<https://anttechsolutions.weebly.com/>

<https://twitter.com/AnthonyGreen019>

<https://www.facebook.com/AntTechSolution>

<https://www.facebook.com/anthonygreen3411>

https://www.instagram.com/anthonygreen_019/

Certifications and Licenses

Drivers License

June 2018

OSHA

March 2017 to Present

CPR/AED

June 2020 to June 2022

Emergency Medical Dispatcher

June 2020 to December 2020

ALACOP

June 2020 to December 2020

Assessments

Administrative Support — Proficient

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School	Talladega High School	General Diploma	4	
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

See Attached Resume

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	City of Talladega		Dates Employed		Work Performed
	Address	P.O. Box 498 Talladega AL 35161		From	To	
	Telephone Number(s)	256 362-0514		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final		
	Reason for Leaving	Advancement		7.25	\$22.07	
		program manager		Summer Ammons		Aquatic Director, Senior programming, Assistant Director Payroll for Department/oversight sports special events
2.	Employer			Dates Employed		Work Performed
	Address			From	To	
	Telephone Number(s)			Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final		
	Reason for Leaving					
3.	Employer			Dates Employed		Work Performed
	Address			From	To	
	Telephone Number(s)			Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final		
	Reason for Leaving					
4.	Employer			Dates Employed		Work Performed
	Address			From	To	
	Telephone Number(s)			Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final		
	Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

See Attached

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

See attached

SPECIALIZED SKILLS

(CHECK SKILLS/EQUIPMENT OPERATED)

☐ Terminal	☒ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
☒ PC/MAC	☒ Word Processing		
☐ Typewriter	☐ Shorthand		
WPM	WPM		

State any additional information you feel may be helpful to us in considering your application.

Active in the community, highly organized and works well with others

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☐ YES ☐ NO

REFERENCES

1. Jason Peters (Name) (256) 493-6773 (Phone #)
540 Wood Lane Talladega AL 35160 (Address)
2. Kober Duncan (Name) (256) 267-2865 (Phone #)
255 Magnolia St Lincoln AL 35096 (Address)
3. Sheila Harris (Name) (256) 689-8737 (Phone #)
3844 Star Lake Rd Lineville AL 36266 (Address)

APPLICANT'S STATEMENT

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



Signature of Applicant

4-4-2021

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER

DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

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Activities

- Special Olympics USA Games Swim Coach 2018 and 2014
- Callie's Kids Executive Board
- ARC of North Talladega County Executive Board
- PTO President R.L. Young Elementary School
- Talladega Tiger Pride Booster Club Treasurer

References

- Rebecca Griffin
140 Winston Drive
Talladega, AL 35160
256-375-6068
- Roben Duncan
255 Magnolia St. S
Lincoln, AL 35096
256-26-2865
- Jason Peters
1009 East St. S
Talladega, AL 35160
256-493-6773

Brian K. Hutton

122 Silverwood Drive, Talladega, AL 35160

256-375-6068

Brianhutton29@yahoo.com

Experience

Program Manager - Talladega Parks and Recreation, 2014-Present

- Oversee and manage Aquatics and Senior programs
- Manage employees and staff
- Maintain facilities
- Plan and organize trips, travel, and events for the seniors
- Swim team coach
- Special Olympics coach
- Manage payroll for the Recreation Department
- Reconcile all daily financial transactions for the Recreation Department
- Represents the department in the absence of the Director
- Teach Silver Sneakers aerobics class
- Maintain all safety and chemical records for aquatics department
- Assist director with Parks and Recreation budget
- Performs disciplinary actions in accordance with city policies and procedures

Assistant Director - Talladega Parks and Recreation, 2004-2014

- Oversee and manage all athletic, aquatic, and senior programs
- Maintain facilities and athletic fields
- Manage all recreation staff
- Manage payroll for department
- Reconcile all daily financial transactions for the department

Aquatics Director - Talladega Parks and Recreation, 2002-2004

- Manage aquatic facilities
- Manage staff
- Organize and plan senior functions and trips

Recreation Aide - Talladega Parks and Recreation, 2000-2002

- Manage front desk and assist patrons
- Assist assistant director with all sporting events
- Manage the concession stand at sporting events
- Lifeguard in the aquatic facility

Education

- Standard Diploma - Talladega High School, May 2000

Certifications

- American Red Cross Lifeguard Instructor
 - CPO (Certified Pool Operator)
 - USA Swimming Certified Coach
 - Silver Sneakers Certified Instructor
 - Coach Safely certified
-

APPLICATION FOR EMPLOYMENT

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(PLEASE PRINT)

Position Applied For Parks and Recreation Director		Date of Application 5/3/2021
How Did You Learn About Us?		
☒ Advertisement	Relative	Inquiry
☐ Employment Agency	Friend	☒ Other Facebook

Last Name	First Name	Middle Name
Lewis-Brown	Cynthia	
Address	City	State Zip Code
1630 Concord Church Rd	Talladega	AL 35160
Telephone Number(s)	Social Security Number (Voluntary)	
540-255-2370		

Best time to contact you at home is:

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes **N/A** No

Have you ever filed an application with us before?

Yes ☒ No

If Yes, give date

Have you ever been employed with us before?

Yes ☒ No

If Yes, give date

Do any of your friends or relatives, other than spouse, work here?

Yes ☒ No

Are you currently employed?

☒ Yes No

May we contact your present employer?

☒ Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes ☒ No

Date available for work: What is your desired salary range?

Are you available to work: ☒ Full-Time (please indicate ☒ 1 ☒ 2 ☐ 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available)

Are you currently on "lay off" status and subject to recall?

Yes ☒ No

Can you travel if a job requires it?

☒ Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME

POSITION

DATE

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School	P.S. 42 NYC			
High School	Kempville High School, VA Beach, VA	Business, Fashion Design	4	Diploma
Undergraduate College				
Graduate Professional				
Other (Specify)	E.C.P.I. School of Technology	Business, Computer Tech	2	Associates

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Certified Playground Safety Inspector 2006 - 2018
 Certified Pool Operator Training
 Registered Spray Technician
 Landscaping and Equipment Training / Master Tech
 CDE B - Virginia
 CPR / First Aid Training
 OSHA 10/30 Training
 Rockwall and Alpine Tower Training
 Team Facilitation Training

Describe any job-related training received in the United States military:

N/A

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer: Resume Attached Address: Telephone Numbers: Job Title: Supervisor Reason for Leaving:	Dates Employed From: To: Hourly Rate/Salary Starting: Final:	Work Performed
2.	Employer: Address: Telephone Numbers: Job Title: Supervisor Reason for Leaving:	Dates Employed From: To: Hourly Rate/Salary Starting: Final:	Work Performed
3.	Employer: Address: Telephone Numbers: Job Title: Supervisor Reason for Leaving:	Dates Employed From: To: Hourly Rate/Salary Starting: Final:	Work Performed
4.	Employer: Address: Telephone Numbers: Job Title: Supervisor Reason for Leaving:	Dates Employed From: To: Hourly Rate/Salary Starting: Final:	Work Performed

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

APPLICANT'S STATEMENT

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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 Employee at any time with or without cause.

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

Gyathia Puro Brown
Signature of Applicant

5/3/2021
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate _____ Salary _____ Department _____

By _____
NAME AND TITLE DATE

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ADDITIONAL INFORMATION

Other Qualifications

Summarize special job related skills and qualifications acquired from employment or other experience.

- * 2012 City of Hampton Community Unity Award for my positive impact on diversity. Founded the Buckroe Beach Reggae Fest and promoted "One Day of Peace, Love and Reggae" 2010-2013. 2005-2007 Created a Youth Volunteer Program at Buckroe Beach VA for community troubled youth.

SPECIALIZED SKILLS

(CHECK SKILLS/EQUIPMENT OPERATED)

✓ Terminal

✓ PC MAC

✓ Typewriter

WPM 40

✓ Spreadsheet

✓ Word Processing

Shorthand

WPM

Production Mobile
Machinery (list)

Other (list)

State any additional information you feel may be helpful to us in considering your application.

I was in charge of maintaining park and ball fields at Briarfield Park, 2010-2013, in Hampton VA

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

☒ YES ☐ NO

REFERENCES

- | | |
|---------------------------------|--------------|
| 1. Doug Ehman
Chattanooga TN | 706-255-3302 |
| 2. Scott Canaday
Hampton VA | 757-897-2648 |
| 3. Kevin Punell
Hampton VA | 757-354-9443 |

Cynthia Lewis-Brown

Talladega, AL 35160
cindilewisbrown@yahoo.com
5402552370

Authorized to work in the US for any employer

Work Experience

Manager, Sales and Marketing

Presbyterian Home for Children Thrift Store - Talladega, AL
March 2018 to Present

Drive sales and incorporate social media marketing. Increased sales over 100% within 30 days. Supervision and management of all staff to include other managers, employees, volunteers, resident staff and special needs volunteers. Established policy and procedures. Responsible for maintenance of building, loading and unloading trucks, scheduling pick ups and deliveries. Also managed Uhaul truck rental implementation and customer service.

Playground Safety Supervisor

City of Charlottesville - Charlottesville, VA
October 2013 to May 2017

Supervisor: Doug Ehman, Parks Division Manager, 434-970-3021

Implemented and managed a comprehensive playground safety management program. Work included directing other parks staff and contractors, and performing duties related to playground safety, maintenance, inspections, and construction.

Maintained files and inventory of all city and school playground equipment.

Ensured training of staff, maintenance of files and records, compliance of all guidelines, establishment of policy and procedure.

Ordered parts, supplies and materials.

Responds to citizens inquiries and provides information on playground practices to management as well as Council.

Operates trucks, loaders, tractors and hand power equipment. Operates all office equipment and uses scanner, I Pad, Android phone and cameras in field for inventory of all equipment.

Superior customer service skills required to maintain effective departmental and public relationships.

Founder

Buckroe Beach Reggae Fest / Chesapeake Bay Reggae Fest - Hampton, VA
September 2010 to October 2013

Founded BBRF and held several music festivals in our community. All fundraising, marketing, logistics, volunteer coordination, event set up, breakdown and clean up was organized and supervised by myself and a group of 4. In 2012 we were awarded the City of Hampton Unity Award for our positive impact on diversity in our community.

Master Maintenance Tech / CPSI

City of Hampton Va - Hampton, VA

February 2003 to October 2013

Maintained all city playgrounds, parks and facilities.

Worked as main data entry operator for daily work orders. Maintained FEMA paperwork during storms. Routed trucks for most efficient daily operations. Worked special events logistics.

Front Desk Clerk and Housekeeping Auditor

City of Hampton Va - Hampton, VA

August 2005 to September 2013

Summer position only. Front desk duties, cashier, cash drawer reconciliation, reservationist, housekeeping auditing. Customer service and pool maintenance duties.

Cashier and Cook

City of Hampton Va - Hampton, VA

August 2004 to September 2010

Part time cashier and cook sometimes delivery driver.

Sales Associate

Montgomery Ward - Virginia Beach, VA

Sales Associate

Men's Clothing Department

1979 to 1982

Education

Diploma in Fashion Merchandising

Kempsville High School - Virginia Beach, VA

September 1979 to June 1981

ECPI University

Skills

- CPR/First Aid current
- Data Entry. 8000
- kph with zero errors (10+ years)
- Retail Management
- Sales
- Marketing
- Management
- Business Development
- retail sales
- Store Management Experience
- Merchandising

- Pool Maintenance
- Fundraising
- Maintenance
- Leadership
- Customer service

Certifications and Licenses

**Certified Playground Safety Inspector CDL Class B Pesticide Applicator
Registered Tech CPR/First Aid CPO**

May 2, 2021

The Hon. Larry Fetner, Mayor
City of Ashland
83183 Hwy. 9
Ashland, AL 36251

Dear Mayor Fetner,

Having recently concluded a 45 year career in parks and recreation I have had the opportunity to reflect upon those individuals whom I have worked with. As in any career there are a small number of individuals who were the best at what they did, leaders within the organization to whom could be trusted the most sensitive and complicated projects, knowing full well that they would complete the task within a timely and effective manner, even outside their scope of responsibilities. In my case there have been less than 10 of those individuals and Cindi Lewis-Brown is one of these.

Cindi is not afraid to identify and tackle issues head on, with a non-threatening yet comprehensive manner. She is inquisitive and has the unique ability to pull teams together to accomplish the task at hand. Her abilities include developing and maintaining strong working relationships with members of the public, contractors, other professionals and employees within the organization. When she needed to know how to operate a backhoe she became a self taught operator. Outside of work, when she saw the need for special events to pull a troubled community together, she became a event promoter and operated award winning music festivals. When others from outside the organization called on her expertise she willingly gave of herself to help accomplish their goals and objectives.

Cindi is quiet and unassuming but a quick study of people, she listens well to what people say and has the ability to draw others out. She takes initiative and solves problems and resolves issues. She builds relationships and community. She is a level headed decision maker, taking in all points of view and perspectives, couples those with technical information and presents a well balanced response. She is, in short, everything that you would want in an individual to lead an agency, especially one which is key to the life blood of a community.

I understand that she has applied to the City of Ashland for the vacant Director of Parks and Recreation position. I have no reservation whatsoever in recommending her for that position. If you should require any further information or have questions for me please do not hesitate to contact me at your convenience.

Sincerely,



Doug Ehman, Deputy Director (Retired)
Department of Parks and Recreation
Charlottesville, Virginia

Doug Ehman~4605 Tennessee Avenue, Chattanooga, TN 37409~706.255.3302~dougelman52@gmail.com

APPLICATION FOR EMPLOYMENT

NAME:

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For Director of Parks & Rec		Date of Application 5/4/21
How Did You Learn About Us?		
☒ Advertisement	☐ Relative	☐ Inquiry
☐ Employment Agency	☐ Friend	☐ Other _____

Last Name Jones		First Name Dustin	Middle Name Chance
Address 210 Brookwood Ave	City Ashland	State AL	Zip Code 36251
Telephone Number(s) 256-223-1852		Social Security Number (Voluntary) _____	

POSITION:

Best time to contact you at home is: _____ Any AM PM	
If you are under 18 years of age, can you provide required proof of your eligibility to work? N/A	☐ Yes ☐ No
Have you ever filed an application with us before? _____	☐ Yes ☒ No
_____ If Yes, give date _____	
Have you ever been employed with us before? _____	☐ Yes ☒ No
If Yes, give date _____	
Do any of your friends or relatives, other than spouse, work here? _____	☐ Yes ☒ No
Are you currently employed? _____	☒ Yes ☐ No
May we contact your present employer? _____	☐ Yes ☒ No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	☐ Yes ☒ No
<i>Proof of citizenship or immigration status will be required upon employment.</i>	
Date available for work 7/1/21	What is your desired salary range? \$40,000
Are you available to work:	
☒ Full-Time	(please indicate 1 2 3 shift)
☒ Part-Time	(please indicate Mornings Afternoon Evenings)
☒ Temporary	(please indicate dates available _____)
Are you currently on "lay-off" status and subject to recall? _____	☐ Yes ☒ No
Can you travel if a job requires it? _____	☒ Yes ☐ No

DATE:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer Tallahassee Superspeedway / NASCAR	Dates Employed		Work Performed
	Address 3366 Speedway Blvd	From Jan '15	To Present	
	Telephone Number(s)	Hourly Rate/Salary		Revenue generation
	Job Title VP	Starting	Final	
	Supervisor President			Event planning
	Reason for Leaving N/A			
2.	Employer UAB	Dates Employed		Work Performed
	Address Birmingham, AL	From 2011	To 2015	
	Telephone Number(s)	Hourly Rate/Salary		Development
	Job Title Associate GM	Starting	Final	
	Supervisor AD			Fundraising
	Reason for Leaving Career growth @ Tallahassee			
3.	Employer Spain Park HS	Dates Employed		Work Performed
	Address Hoover, AL	From 2006	To 2008	
	Telephone Number(s)	Hourly Rate/Salary		Coach
	Job Title Teacher	Starting	Final	
	Supervisor Principal			
	Reason for Leaving Sports career			
4.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School	Sylacauga HS			
Undergraduate College	Univ. of Alabama	Secondary Ed Math	4	BA, BS
Graduate Professional	Ohio Univ	Business Sports Admin.	2	MBA MSA
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Currently VP of Sales at Talladega Superspeedway & Sr. Dir of Sales for NASCAR Southeast Region. I have had 1 son, Sam, play in Ashland Youth Sports and another, Simon, that will. I have coached Sam's teams for 6 years and understand the challenges (and the opportunity!) in our community. Relatable skills in my current role: sponsorship, planning, budgeting, event management, promotion, communication

Describe any job-related training received in the United States military.

N/A

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Sponsorship, planning, budgeting, event management, promotion,
communication.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

☐ Terminal	☒ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
☒ PC/MAC	☒ Word Processing	_____	_____
☐ Typewriter	☐ Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

I am interested in assisting the Council & Mayor in any
areas of economic development, commerce, etc. as we look
to preserve and grow what makes Ashland, AL so great.
Thank you for your consideration. -Chance

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☒ YES ☐ NO

REFERENCES

1. Allen Hamlin / Members of FBC Ashland () 256-276-6142
(Name) Phone #
(Address)
2. Ben Bailey / Stakeholders in Ashland Youth Sports 256-343-4409
(Name) Phone #
(Address)
3. Karen Fischer () 205-936-2444
(Name) Phone #
(Address)

APPLICANT'S STATEMENT

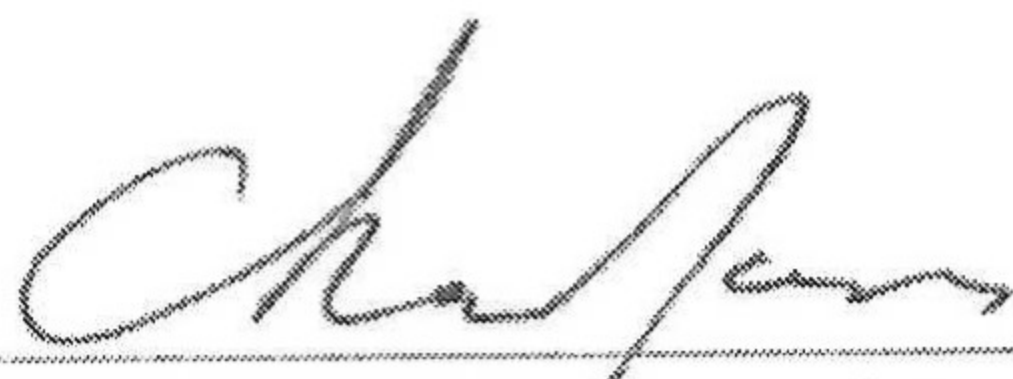
I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should 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 Employee at any time with or without cause.

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



Signature of Applicant

5-3-21

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____

NAME AND TITLE

DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School	Ashland Elementary			
High School	Clay Co. High School			
Undergraduate College	Southern Union	ADN	2	NONE
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Marketing & Sales
Youth & Children's Director @ MBC
CPR Certified

Describe any job-related training received in the United States military.

APPLICATION FOR EMPLOYMENT

NAME:

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position Applied For Parks and Rec Director / Youth Sports		Date of Application 5/3/21
How did you learn about us?		
☒ Advertisement	☐ Relative	☐ Inquiry
☐ Employment Agency	☐ Friend	☐ Other _____

Last Name Heath		First Name Emily	Middle Name
Address	Street	City	State Zip Code
82651 Hwy 9	Ashland	AL	36251
Telephone Number(s) (256) 282-5922		Social Security Number (Voluntary)	

POSITION:

Best time to contact you at home is:	Anytime	AM PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	☐ Yes	☐ No
Have you ever filed an application with us before?	☐ Yes	☒ No
..... If Yes, give date		
Have you ever been employed with us before?	☐ Yes	☒ No
..... If Yes, give date		
Do any of your friends or relatives (other than spouse) work here?	☒ Yes	☐ No
Are you currently employed?	☒ Yes	☐ No
May we contact your present employer?	☒ Yes	☐ No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	☐ Yes	☒ No
<i>Proof of citizenship or immigration status will be required upon employment.</i>		
Date available for work 5-24-21	What is your desired salary range? 22⁰⁰/hr	
Are you available to work:	☒ Full-Time (please indicate 1 2 3 shift)	
	☐ Part-Time (please indicate Mornings Afternoon Evenings)	
	☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)	
Are you currently on "lay-off" status and subject to recall?	☐ Yes	☒ No
Can you travel if a job requires it?	☒ Yes	☐ No

DATE:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer Clay Co. Hosp Home Care Address 83725 Hwy 9 Ashland Telephone Number(s) (256)354-0077 Title Account Executive Supervisor Currently Employed	Dates Employed From 6/2019 To Present	Work Performed Sales & Marketing Budget Management Educating Community on Services
2.	Employer Fischer Family Medicine Address 83745 Hwy 9 Ashland Telephone Number(s) (256)354-4142 Title MA Supervisor Dr. Fischer Reason for Leaving Change in Career	Dates Employed From 10/17 To 6/19	Work Performed MA assisting Dr.
3.	Employer Podiatric Services Address 301 S. Norton Ave Sylacauga Telephone Number(s) (256)245-5130 Title Supervisor Reason for Leaving Company Closed	Dates Employed From 7/16 To 10/17	Work Performed Sales & Marketing Data Entry Insurance Verification & Billing
4.	Employer Ashland Family Practice Address 83745 Hwy 9 Ashland Telephone Number(s) (256)354-4138 Title Lab, MA Supervisor Lena East Harris Reason for Leaving 	Dates Employed From 11/2009 To 7/2016	Work Performed Lab Supervisor, MA Bookkeeping, Compliance with Govt Agencies

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

Exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

GFWC - President
GPWC - Vice President

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

Terminal

☒ Spreadsheet

Production/Mobile
Machinery (list)

Other (list)

PC/MAC

☒ Word Processing

☒ Typewriter

Shorthand

WPM 40

WPM

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☐ YES ☐ NO

REFERENCES

Katie Demey

256

418-2902

Phone #

Rhonda Waldrop

256

276-6785

Phone #

Lena Harris

256

276-2563

Phone #

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should 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 Employee at any time with or without cause.

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



Signature of Applicant

5/3/21

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER _____ DATE _____

Employed ☐ Yes ☐ No

Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____

Department _____

By _____

NAME AND TITLE

DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use or content of any questions which, when asked by the employer or the job applicant, may violate State and/or Federal Law.

Emily Heath

Ashland, AL 36251

256-282-5922 - malleyrocks@gmail.com

May 04, 2021

City of Ashland

RE: Parks And Recreation Director/youth Sports

Dear City Council Members,

I am contacting you to express my interest in the Parks And Recreation Director/youth Sports opportunity with The City of Ashland. After reviewing the position requirements, I believe that my qualifications and community involvement are a great fit as the kind of candidate your company is looking for.

I am a fast learner and am skilled at organizing activities, documenting and reporting, budget management, and event planning. I understand the value in time management and clear communication, and I'm great at working with teams to get projects done right.

My adaptability allows me to work in many different environments, in addition to speaking with people from various backgrounds. I am looking forward to becoming a part of what makes Ashland great and helping to make it even better. I have been involved with youth sports in Ashland as a parent for 15 years and even a coaches wife/mom a couple of times. I love my town and would love to be a part of returning our city league sports to the level it once was and grow to be even better than ever!

For more details about my background, please review my enclosed resume. I believe that I can be the Parks And Recreation Director/youth Sports you're looking for and welcome the opportunity to speak with you at your earliest convenience.

Sincerely,
Emily Heath

Perform telephone triage
 Respond to all patient messages in a timely manner
 Schedule referral appointments to other physicians and outpatient facilities
 Acquire Prior Authorization for outpatient testing and prescribed medications
 Complete forms and dispense medication for through patient assistance
 Track and document sample medication
 Administer vaccines and document

February 2016 - October 2018

Pedorthic Services, Sylacauga, AL - Office Manager

- Provide excellent customer service to patients
- Work with physician's offices and insurance companies in order to get approval for needed braces and orthotics
- Submit claims to insurance companies
- Filing and organizing claims, referrals, and patient charts
- Receive payments from patients and insurance companies
- Collect outstanding balances
- Contact patients for appointment scheduling

November 2007 - July 2016

Ashland Family Practice Ashland, AL - MCCIT

- Oversaw the day to day functions of the laboratory including
 Ensuring that all Federal guidelines were adhered to
 Maintenance on all chemistry analyzers and waived equipment and tests
 Organized and maintained record of all daily, weekly, monthly and annual QC
 Maintained patient records with proper documentation of results
 Performed venipuncture as well as testing of all specimens
 Collect, perform, result and document all ordered labs
 Maintain stock and order accordingly
- Desk Nurse
 Perform telephone triage
 Respond to all patient messages in a timely manner
 Schedule referral appointments to other physicians and outpatient facilities
 Acquire Prior Authorization for outpatient testing and prescribed medications
 Complete forms and dispense medication for through patient assistance
 Track and document sample medication
 Administer vaccines and document
- Scribe for Physician
 Acquire history, chief complaint, signs, and symptoms
 Write prescriptions as directed by physician in EMR
 Order internal and outpatient testing as directed by physician
 Administer medications, IM, PO, and SubQ

- Xray Tech

June 2003 - July 2007

Northeast Alabama Regional Medical Center, Anniston, AL - ER Registrar/Bed Placement

- Provide customer service to patients

Emily Heath

82651 Hwy 9
PO Box 562
Ashland, AL 36251
(256)282-5922
malleyrocks@gmail.com

Skills

Multi-skilled in many aspects of the medical field, including customer service, sales and marketing, billing, coding, insurance and clinical areas related to patient care.

Experience

June 2019-present

Clay County Hospital Home Care (LHC Group)-Account Executive

- Successfully executes a weekly, monthly, and quarterly sales goals
- Responsible for being a good steward of the company's financial resources by projecting a return on monies spent and managing a Sales and Marketing expense budget.
- Educates the medical community about the services of our organization through effective sales calls and in-services with the appropriate tools and education.
- Act as liaison between patients and their physician's offices and our clinical staff
- Demonstrate excellent customer service skills in handling agency complaints and resolving them appropriately while maintaining a positive relationship with our referral partners.
- Support clinical and office staff in their day to day duties
- Maintain a positive and professional attitude under stressful situations
- Enhance brand awareness in the community by participating in and sponsoring community events
- Committed to continually learning services offered and new sales strategies to improve return

October 2017-June 2019

Fischer Family Practice, Ashland,AL- Medical Assistant

- Scribe for Physician
Acquire history, chief complaint, signs, and symptoms
Write prescriptions as directed by physician in EMR
Order internal and outpatient testing as directed by physician
Administer medications, IM, PO, and SubQ

- Desk Nurse

- Acquire patient personal and billing information
- Work with physicians and unit nurses during admission to the floor

Education

Southern Union State Community College Wadley, AL

20 Hours of ADN 3.5 GPA.=

May 2000-March 2001

Gadsden State Business College Anniston, AL -Medical Assistant

Other skills

Microsoft office suite

Medical office experience

Supervisory experience

Budget Management

Medical records

Refernces

Upon request