



Municipality of Monroeville
Recreation, Parks & Human
Services
2700 Monroeville Boulevard
Monroeville, PA 15146
(412) 856-1006

Application For Park Host

INSTRUCTIONS: This application must be completed in its entirety. Please print in ink or type.

Purpose:

Protection and surveillance of recreation, park, and conservation sites to preserve the sites and their contents, to interpret rules and regulations of these sites to the public, and general care-taking of the park.

Park Applied For: _____ Do you own a trailer? Yes No

Name: (Last) _____ (First) _____ (Middle) _____

Address: _____ (City) _____ (State) ___ Zip _____

Phone: Daytime (_____) _____ (Evening) (_____) _____

Cell Phone (_____) _____ Email Address: _____

Social Security Number: _____ - _____ - _____ Length of Monroeville Residency: _____

Employment History

List all employment for the past five years, beginning with current or most recent position.

Employer	Dates Employed	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Phone Number		Reason for Leaving
Hourly Rate Salary Starting _____ Ending _____		

Will this supervisor/employer give a good job reference? Yes No

If no, explain _____

Were you:

Discharged or asked to resign by this employer? Yes No

Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? Yes No

Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes No

If yes to any of the above, please explain _____

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

References

Please list three references other than relatives or former employers.

Name/Address	Phone Number	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Parks Host Background Check

Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs; violence or threats of violence or use of weapons for which you have not been pardoned or which have not been expunged?

Husband's Name: _____ Yes No

Wife's Name: _____ Yes No

If yes, please explain: _____

I further authorize the Municipality of Monroeville to investigate my criminal history and other aspects of my personal history, including my character and general reputation. I also give my permission for the Municipality to contact my current employer and/or landlord for a recommendation.

Signed: _____

Signed: _____

Today's Date: _____

Today's Date: _____

Social Security Number: _____

Social Security Number: _____

Birth Date: _____

Birth Date: _____

Maiden Name: _____

Current Address: _____

Current Address: _____

Current Phone Number: _____

Current Phone Number: _____

Landlord's name and telephone number: _____

Certification, Authorization and Agreement

"I certify that the information supplied by me on this application form is true and complete and does not contain any falsification, omissions, or concealment of material fact. I authorize Monroeville to investigate the truth of this information and of any other information I may supply during an interview. I further authorize every employer, person, and agency identified by me on this form to release any and all verifying information Monroeville may solicit from them. I further authorize Monroeville to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history report, Monroeville will so advise me."

"I hereby release all law enforcement agencies, my former employers, and every other person identified by me on this form from liability for any damage or injury to me arising out of the release of information requested by Monroeville."

"I understand and agree that all Monroeville's acceptance of this Park Host application does not constitute any promise, express or implied, that I will be selected. I further understand that Monroeville does not guarantee anyone Park Host status for any specific length of time. I therefore agree that if I am selected, my position as Park Host may be terminated by either me or by Monroeville at any time in accordance with the terms delineated in the Park Host Agreement."

"I certify that I am not a part to any contract or other obligation which would limit, interfere with or restrict my ability to be a Park Host for Monroeville in any way."

"I hereby acknowledge that I have read this section of the Park Host application and fully understand the meaning and effect of signing this form."

"I understand that I will be required to apply for Act 34 Clearance & the PA State Police Criminal Record Check at my own expense as part of the selection process."

Signature of Husband

Signature of Wife

Date

Date

PARK HOST PURPOSE, OBJECTIVES, AND POLICIES

A. Purpose:

Protection and surveillance of recreation, park, and conservation sites to preserve the sites and their contents, and to interpret rules and regulations of these sites to the public.

B. Specific Objectives:

1. To provide security that would serve as interpreters of site rules and regulations and in effect be *on-site* public regulations personnel.
2. To provide personnel who would assist in eliminating vandalism on site, and thus minimize replacement, repair, and maintenance costs.
3. To identify and report hazardous conditions or activities, which exist at the park sites.
4. To regulate access to park features by securing entrance gates, rest rooms, and other park facilities.
5. General care-taking of assigned recreation, park, and/or conservation site.

C. Preferred Criteria

1. Monroeville resident, employed in Monroeville.
2. Married, non-restrictive health, stability.
3. One employed (non-working spouse).
4. History of job responsibility.
5. Not employed by the Municipality of Monroeville in a similar capacity (e.g. maintenance, security).
6. Strength of character, commands respect.
7. Ability to understand and interpret municipal policies and ordinances.
8. Ability to take control of self and minor trespass situations.
9. Lifestyle compatible with duties.

D. Other Criteria Desired

1. Possession, or imminent possession, of a new, or well-conditioned, mobile home meeting requirements of the Zoning Ordinance.
2. Available time to carry out the responsibilities as specified in the Park Host Agreement.
3. Lifestyle compatible with the environment and community relations aspects of being a resident caretaker.
4. Display good judgment.
5. Familiarity with mechanical repair techniques and tasks.

E. Lease Agreements

1. Proposed hosts shall meet, as closely as possible, preferred criteria when lease agreement is entered (See Section C). List of eligible applicants will be kept on file for a period of one year.
2. Lease agreements shall be calendared subject to review of host criteria six (6) months preceding lease agreement termination. If current hosts do not meet preferred criteria following review, the Municipality may choose to go to next available host on the eligibility list.
3. Hosts will be subject to rules and regulations defined in the Park Host Agreement.

F. Waiting List

Waiting list of preferred hosts, established by the Director of Recreation, Parks, and Human Services (RPHS), will be kept according to the following categories:

1. Hosts willing to accept any park with, or without, an existing mobile home;
2. Hosts willing to accept only specific parks with, or without, an existing mobile home;
3. Hosts willing to accept any park without an existing mobile home; and
4. Hosts willing to accept only a specific park without an existing mobile home.

G. Mobile Homes

All mobile homes, existing or new, must meet current requirements of the Municipality of Monroeville's Zoning Ordinances and all applicable BOCA Building Codes.

1. The Municipality of Monroeville reserves the right to inspect the condition and appearance of existing mobile homes.
2. Should the proposed hosts desire to purchase the existing mobile home, a sales agreement must be reached between the existing owner and the potential new host.

H. Final Selection/ Placement

Persons entering into Park Host Agreements are subject to, and contingent upon, the following:

1. Ability to produce a written, pre-approved proposed schedule of park coverage hours, which the hosts will provide on a daily basis. Any revision to the approved schedule must be presented to the Director of RPHS for prior approval, or host will be in violation of their agreement.
2. Ability to provide proof of adequate homeowners insurance covering property immediately surrounding the premises (no larger than 40 feet each front and rear yards, 10 feet each side yards) and the host's mobile home.
3. Ability to acquire Act 34 Clearance (Child Protective Services Law) & the PA State Police Criminal Record Check for applicable persons entering into the agreement.
4. Ability to satisfactorily pass a background check conducted by the Monroeville Police Department.
5. The Municipal Manager reserves the right to place Park Hosts that meet the best interest of the Municipality.