



# APPLICATION FOR EMPLOYMENT

Dickinson Parks & Recreation

- Must complete application in full
- Provide detail -- do not use "see resume"
- If accommodation or assistance is needed in completing this application, contact the employing agency.
- Print or type
- Check for errors & signature before submitting

<b>POSITION(S) APPLYING FOR:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	<b>Date:</b> _____
1. _____	
2. _____	
3. _____	

<b>PERSONAL INFORMATION:</b>	Are you at least 16 years or older?      YES      NO
Name: _____	Are you at least 18 years or older?      YES      NO
Mailing Address: _____	Are you eligible to work in the US?      YES      NO
Cell Phone: _____      Home Phone: _____	City: _____      State: _____      Zip: _____
E-mail: _____	Current Drivers License:      Yes      No      Class: _____      State: _____
Has your license been suspended or revoked in the last 3 years?      Yes      No	If yes, please explain: _____
Have you worked with us before?      Yes      No      When? _____	Position held? _____
Have you ever been convicted of a crime other than a minor traffic violation or have you received a deferred imposition of sentence?      Yes      No	If yes, please explain: _____
(Convictions are not an absolute bar to employment, but will be considered in relationship to the job requirements)	

**GENERAL INFORMATION:**

Date available to begin employment: \_\_\_\_\_

Are you willing to work weekends/holidays?      Yes      No      Work Availability: \_\_\_\_\_

Are you willing to work both days and evenings?      Yes      No      10-20 Hours      20-30 Hours      30-40 Hours

Days/Times Available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
to	to	to	to	to	to	to
to	to	to	to	to	to	to

Are/were you in the Armed Forces?      Yes      No

If yes, what branch? \_\_\_\_\_

**EDUCATIONAL PREPARATION: (High School, College/Trade School)**

<u>Name of School</u>	<u>City/State</u>	<u>Years Completed</u>
1.		
2.		
3.		

**EMPLOYMENT HISTORY: (Provide detail; do not use "see resume.")**

**List last two jobs held, including current one**

Name of Business:	Phone:	
Supervisor:	Dates of employment:	
Describe type of work you did:		
Reason for leaving:		
May we contact this employer?	Yes	No

Name of Business:	Phone:	
Supervisor:	Dates of employment:	
Describe type of work you did:		
Reason for leaving:		
May we contact this employer?	Yes	No

**PERSONAL REFERENCES:**

Individuals who are not related to you and are not previous employers

Name	Address	Phone #	Relationship

I certify that all facts contained in this application are true and complete to the best of my knowledge and understand and agree that any misstatement will be grounds for disqualification or dismissal from employment by Dickinson Parks and Recreation.

I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, to include a background check into felony convictions and child neglect or abuse and release Dickinson Parks and Recreation of any liability and any damage that may result from utilization of such information.

I understand by providing information on this application that there is no contractual or implied agreement between myself and Dickinson Parks and Recreation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

All information provided is subject to the North Dakota Open Records Law.

**Equal Opportunity Employer**

Dickinson Parks & Recreation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.