

Estes Valley Recreation and Park District

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors. We are an "at-will" employer.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Seasonal employment? Desired hours per week: _____

When could you start work? _____

How did you hear about this position? _____

GENERAL

Last Name First Name Middle Name

Present Street & Mailing Address City State Zip Code

E-mail address Telephone Number

If hired, can you provide proof of your eligibility to work in the U.S.? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

If hired, do you have a reliable means of transportation to and from work? Yes No

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) Yes No

If yes, give details: _____

(A conviction will not necessarily disqualify an applicant for employment.)

EDUCATION

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
	Subjects Studied		
Vocational or Technical			
	Subjects Studied		

SPECIAL SKILLS

What skills, certificates or additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying? _____

For Driving Jobs Only: Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 5 years? Yes No

If yes, give details: _____

List professional, trade, business or civic activities and offices held.
(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

May we contact your current and/or former employers? Yes No

Name, Address, E-mail and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To (mo/yr)	Start	Final	
			\$	\$	
	Duties				Supervisor(s)
Title					
Name, Address, E-mail and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To (mo/yr)	Start	Final	
			\$	\$	
	Duties				Supervisor(s)
Title					
Name, Address, E-mail and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To (mo/yr)	Start	Final	
			\$	\$	
	Duties				Supervisor(s)
Title					
Name, Address, E-mail and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To (mo/yr)	Start	Final	
			\$	\$	
	Duties				Supervisor(s)
Title					

REFERENCES

Have you worked or attended school under any other names? Yes No

If yes, give names: _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Give three references, not relatives or former employers. (Professional references preferred.)

Name	Address	Phone	E-mail

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE DIRECTOR OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE DIRECTOR AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time.
Ask the organization's HR representative for details.