



APPLICATION FOR EMPLOYMENT/VOLUNTEER – AN EQUAL OPPORTUNITY EMPLOYER

The Carmichael Recreation and Park District maintains a policy, treating all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation or affectional preference, citizenship or any other characteristic protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, termination and all other terms and conditions of employment.

PRINT CLEARLY:

TODAYS DATE: ____ / ____ / ____

First Name: _____ MI: ____ Last Name: _____
 Street Address: _____
 City: _____ State: ____ Zip: _____ How long have you lived here? _____
 Phone: (hm) _____ (wk) _____ (cell) _____
 Email address: _____

Position Applying For: _____ **Date Available:** _____

Are you willing to work evenings? Yes No Are you willing to work weekends? Yes No

Can you, with or without reasonable accommodation, perform the essential functions of the position in which you are interested?
 Yes No

How did you hear of the job opening for which you are applying for: _____

Do you have any relative(s), or persons with whom you are involved in a close personal relationship, employed by the Carmichael Recreation and Park District? If so, list:

Name: _____ Relationship: _____

Were you ever previously employed by the Carmichael Recreation and Park District? Yes No From When: ____ To: ____

Are you 18 years or older? Yes No

EDUCATIONAL BACKGROUND

Level	Name and Address of School	Course of Study	Years Attended	Check last year Completed	Did you Graduate?	List Diploma or Degree
High School					Yes No	
Technical/ Business				1 2 3 4	Yes No	
College				1 2 3 4	Yes No	
Graduate				1 2 3 4	Yes No	

EMPLOYMENT HISTORY (START WITH PRESENT AND ATTACH ADDITIONAL SHEETS (IF NECESSARY))
Resumes are NOT accepted in lieu of application.

Name:		Describe Duties Performed:		
Address:		Title:		
Type of Business		Phone:	Starting Salary:	
			Final Salary:	
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact? Yes No	Reason for Leaving?

Name:		Describe Duties Performed:		
Address:		Title:		
Type of Business		Phone	Starting Salary:	
			Final Salary:	
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact? Yes No	Reason for Leaving?

Name		Describe Duties Performed:		
Address:		Title:		
Type of Business		Phone	Starting Salary:	
			Final Salary:	
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact? Yes No	Reason for Leaving?

Reference: (Give 3 persons not related to you whom you have known at least one year)

Name: _____ Phone: _____ Business: _____ Years Acquainted: _____
 Name: _____ Phone: _____ Business: _____ Years Acquainted: _____
 Name: _____ Phone: _____ Business: _____ Years Acquainted: _____

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

My signature below certifies that I understand that if I am extended an offer of employment by the Carmichael Recreation and Park District, my employment is contingent upon satisfactory completion of a medical examination (if applicable to the position for which you are applying), including a drug test (if applicable to the position for which you are applying), and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

I understand that this application is only valid for the position applied for at present and that the Carmichael Recreation and Park District is not obligated to retain or consider this application for future openings.

Applicant Signature: _____ Date of Application: _____

Carmichael Recreation and Park District

BACKGROUND INVESTIGATION

I authorize investigation of all statements contained in this application, authorize the Carmichael Recreation and Park District to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to the Carmichael Recreation and Park District concerning my background and experience. I release the Carmichael Recreation and Park District, and all parties providing information to the district about my background and experience, from any liability whatsoever arising there from.

Print Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Signature: _____ Date: _____