



# CARBON VALLEY

## PARKS & RECREATION DISTRICT

For Internal Office Use:	
Reviewed ____	Interview Y / N
If No, Reason _____ (qualifications, availability, past EE)	
Interviewed PHN ____	F2F ____
Interview Date: _____	

### APPLICATION FOR EMPLOYMENT

#### An Equal Opportunity Employer

Carbon Valley Park and Recreation District does 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. Applicants requiring reasonable accommodations to the application and or interview process must notify Human Resources.

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

How did you find us?: \_\_\_\_\_

If you were referred, please give the referral source: \_\_\_\_\_

**ADDRESS:** Street Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Preferred Method of Contact: \_\_\_\_\_

Date available to start work: \_\_\_\_\_ Desired Pay: \_\_\_\_\_

Type of employment desired: Full-Time \_\_\_\_ Part-Time \_\_\_\_ Seasonal \_\_\_\_

Please indicate number of hours desired each week: \_\_\_\_\_

Days and Hours Available to work							
<i>Please give number of hours you are available to work each day in the boxes below</i>							
<input type="checkbox"/> No Preference- all days/hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

Are you over 18 years of age? YES \_\_\_\_ NO\* \_\_\_\_ If No, please state age \_\_\_\_

*\*If hired and under 18 you are required to submit proof of age.*

Are you authorized to work in the United States? YES \_\_\_\_ NO \_\_\_\_

Can you perform the essential functions of the job with or without reasonable accommodation? YES \_\_\_\_

Have you ever plead guilty or no contest to or been convicted of a crime? YES \_\_\_\_ NO \_\_\_\_

**If so, please explain:**

**Conviction of a crime is not in and of itself the basis for denial of employment.**

Please list any relatives or domestic partners currently employed by the Carbon Valley Recreation District:

\_\_\_\_\_

## Employment History

Please provide your employment history during the last 10 years starting with your most recent or current position first. Please use additional pages if needed.

**1. Current or Last Employer:** \_\_\_\_\_ Location (city, state): \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Job Title(s) and years held: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ per /  hour  year  other, please give: \_\_\_\_\_ Hrs worked per wk: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ per /  hour  year  other, please give: \_\_\_\_\_ Hrs worked per wk: \_\_\_\_\_

Please briefly list duties performed, skills used, trainings completed, and advancements or promotions:

Reason for Leaving: \_\_\_\_\_

May we contact this employer?: YES \_\_\_\_ NO \_\_\_\_

**2. Previous Employer:** \_\_\_\_\_ Location (city, state): \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Job Title(s) and years held: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ per /  hour  year  other, please give: \_\_\_\_\_ Hrs worked per wk: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ per /  hour  year  other, please give: \_\_\_\_\_ Hrs worked per wk: \_\_\_\_\_

Please briefly list duties performed, skills used, trainings completed, and advancements or promotions:

Reason for Leaving: \_\_\_\_\_

May we contact this employer?: YES \_\_\_\_ NO \_\_\_\_

**3. Previous Employer:** \_\_\_\_\_ Location (city, state): \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Job Title(s) and years held: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ per /  hour  year  other, please give: \_\_\_\_\_ Hrs worked per wk: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ per /  hour  year  other, please give: \_\_\_\_\_ Hrs worked per wk: \_\_\_\_\_

Please briefly list duties performed, skills used, trainings completed, and advancements or promotions:

Reason for Leaving: \_\_\_\_\_

May we contact this employer?: YES \_\_\_\_ NO \_\_\_\_

## Education and Training

School	Location	Years Completed	Major area of study	Degree Y/N
High School				
College or Professional Training				

**Skills and Qualifications:** Please list any training, skills, certifications, licenses, etc that are applicable to the position(s) you are applying for:

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**References:** Please list three business related references. These should be individuals that can verify your employment history and character. Do not include relatives or current supervisors. Please include name, phone number, and circumstances of your acquaintance.

Name and Contact Information	Relationship to Applicant

**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 that employment with the Carbon Valley Park and Recreation District is contingent upon a satisfactory background check that may include but is not limited to criminal history, motor vehicle record, educational history and past employer verification.

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 OR INDEFINITE PERIOD OF TIME. ONLY THE EXECUTIVE 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 EXECUTIVE 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 representative for details.