

APPLICATION FOR EMPLOYMENT

Prospect Recreation & Park District

4198 Xenon Street

Wheat Ridge, CO 80033

303.424.2346

COMPLETE ALL INFORMATION REQUESTED.

AN INCOMPLETE OR ILLEGIBLE APPLICATION WILL NOT BE CONSIDERED.

(INCLUDE SIGNATURE, DUTIES, COMPLETE DATES, HOURS PER WEEK)

PLEASE NOTE: Applications are considered only for current job openings. You must submit a separate, complete application for each position in which you are interested. Resumes may be attached to the completed application, but an application must be completed. A resume without an application will not be considered.

Please print legibly.

POSITION FOR WHICH YOU ARE APPLYING: _____				
NAME _____				
LAST	FIRST	MI	SS#	
ADDRESS _____				
STREET	CITY	STATE	ZIP	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE) _____				
HOME PHONE(____) _____ ALTERNATE CONTACT #(____) _____				

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL CITY AND STATE	MAJOR/MINOR OR TYPE OF COURSE	TYPE OF DEGREE ATTAINED	GRADUATED YES OR NO
HIGH SCHOOL GED				
COLLEGE				
GRADUATE SCHOOL				
TRADE/ TECH BUSINESS				
OTHER				

PLEASE CHECK THE APPROPRIATE RESPONSE

PROVIDE ANY EXPLANATIONS IN THE SPACE BELOW, IDENTIFYING THE QUESTION NUMBER

YES NO

- | | | | |
|--------------------------|--------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Can you provide proof of citizenship, or authorization to work in the United States? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Have you previously been employed by Prospect Recreation & Park District? If yes, list dates:_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Are you at least 18 years of age? Birth date, if under 18 years of age_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Have you ever been convicted of a felony? If yes, give details below. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | If required on the position announcement, are you willing to take a polygraph examination and have a background investigation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Do you authorize employment history and reference checks? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | If required on the position announcement, are you willing to work: |
| <input type="checkbox"/> | <input type="checkbox"/> | | • evenings? |
| <input type="checkbox"/> | <input type="checkbox"/> | | • weekends? |
| <input type="checkbox"/> | <input type="checkbox"/> | | • holidays? |
| <input type="checkbox"/> | <input type="checkbox"/> | | • overtime? |
| <input type="checkbox"/> | <input type="checkbox"/> | | • shift work? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Driving a vehicle is an essential function of the job. Do you have a valid Colorado driver's license? (An offer of employment will be conditional upon review of MVR for past four years.) Class of License_____ |

PLEASE LIST OTHER SPECIFIC SKILLS/EDUCATION, I.E.: OFFICE EQUIPMENT, COMPUTER SKILLS, MACHINES, EQUIPMENT, VEHICLES OR TOOLS, OTHER TRAINING, CERTIFICATES OR LICENSES (IF LICENSE OR CERTIFICATION IS REQUIRED, STATE LICENSE NUMBER). PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL IS APPROPRIATE.

EMPLOYMENT HISTORY

Begin with current employer, including paid and/or volunteer experience. Explain any gaps in employment lasting more than two months. Complete all information requested; an incomplete application will not be considered.

1. EMPLOYER _____ PHONE () _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FROM (mo./yr.) _____ TO (mo./yr.) _____ HRS/WK _____
POSITION TITLE _____ SALARY _____
SUPERVISOR'S NAME _____ REASON FOR LEAVING _____

DUTIES _____

2. EMPLOYER _____ PHONE () _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FROM (mo./yr.) _____ TO (mo./yr.) _____ HRS/WK _____
POSITION TITLE _____ SALARY _____
SUPERVISOR'S NAME _____ REASON FOR LEAVING _____

DUTIES _____

3. EMPLOYER _____ PHONE () _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FROM (mo./yr.) _____ TO (mo./yr.) _____ HRS/WK _____
POSITION TITLE _____ SALARY _____
SUPERVISOR'S NAME _____ REASON FOR LEAVING _____

DUTIES _____

4. EMPLOYER _____ PHONE () _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FROM (mo./yr.) _____ TO (mo./yr.) _____ HRS/WK _____
POSITION TITLE _____ SALARY _____
SUPERVISOR'S NAME _____ REASON FOR LEAVING _____

DUTIES _____

EMPLOYMENT HISTORY CONTINUED

5. EMPLOYER _____ PHONE () _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FROM (mo./yr.) _____ TO (mo./yr.) _____ HRS/WK _____
POSITION TITLE _____ SALARY _____
SUPERVISOR'S NAME _____ REASON FOR LEAVING _____

DUTIES _____

6. EMPLOYER _____ PHONE () _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FROM (mo./yr.) _____ TO (mo./yr.) _____ HRS/WK _____
POSITION TITLE _____ SALARY _____
SUPERVISOR'S NAME _____ REASON FOR LEAVING _____

DUTIES _____

ADDITIONAL EMPLOYMENT HISTORY SHEETS ARE AVAILABLE UPON REQUEST TO INDICATE
OTHER EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Signature

Date