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Employment Application

The South Whidbey Parks & Recreation District is an Equal Opportunity Employer

Position Applied For:

Thank you for your interest in the South Whidbey Parks & Recreation District (SWPRD) as an employer. Only final candidates for posted openings will be contacted personally by the District.

General Information

Name (last, first, middle initial)		
Mailing Address	City, State, Zip	
Street Address	City, State, Zip	
Home Phone	Work Phone	Message Phone.
Email Address	Birthdate (if under 18 years old)	

Are you a current or former SWPRD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position	Dates From: To:
Name(s) of relatives employed by SWPRD		Relationship
Type of work desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____		Date available to start, if hired:

Education & Training

Name of High School Attended		City	State	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	G.E.D.? <input type="checkbox"/> Yes <input type="checkbox"/> No
College or University	Major	Dates Attended From To	Full Years Completed	Degrees Title	Dates
List any vocational, on-the job, military training, etc., which would be useful in the position for which you are applying			Dates Attended From To	Hrs/Credits Completed	

Additional Skills Describe skills relevant to the job for which you are applying.

SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software		
Heavy equipment, machinery		
Technical skills, professional licenses		
Other		

Can you perform the essential functions of the job with or without reasonable accommodation? Yes No

Background Information	
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid Washington State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No DL# _____	
(If position applied for involves driving): Have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	
Have you been convicted of a felony or served time in prison within the last ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No Conviction will not necessarily bar you from employment. If yes, please explain:	

Employment History			
Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections MUST be completed even if a resume is submitted, but additional employment history may be attached.			
Employer	Employed from:	To:	
Address	Supervisor		
Phone	Position	Hours worked/week	
Primary Duties			
Number of employees supervised by you	May we contact this employer?	Supervisor's phone	
Reason for leaving			
Employer	Employed from:	To:	
Address	Supervisor		
Phone	Position	Hours worked/week	
Primary Duties			
Number of employees supervised by you	May we contact this employer?	Supervisor's phone	
Reason for leaving			
Employer	Employed from:	To:	
Address	Supervisor		
Phone	Position	Hours worked/week	
Primary Duties			
Number of employees supervised by you	May we contact this employer?	Supervisor's phone	
Reason for leaving			

Professional References		
Please list below any people in addition to the supervisors listed above who can responsibly evaluate your work experience.		
Name	Place of employment / title	Phone

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by the South Whidbey Parks & Recreation District, for dismissal. I authorize the District to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application.

Applicant's Signature _____ Date _____

How / where did you hear about the position for which you are applying (Check one)		
<input type="checkbox"/> Friend or relative	<input type="checkbox"/> District employee	<input type="checkbox"/> Employment Security
<input type="checkbox"/> Newspaper ad	<input type="checkbox"/> District web site	<input type="checkbox"/> Electronic Newsletter
Which paper? _____		<input type="checkbox"/> Other (please specify)