



Employment Application

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. This application form must be completed in its entirety and signed to be considered for employment with the South Whidbey Parks & District. Information submitted on the application is subject to verification. A completed application must be submitted for each vacant position for which you are applying.

The South Whidbey Parks & Recreation District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.*

**Applicants requesting reasonable accommodation to participate in the application/selection process because of a disability must notify the District office in advance.*

Position Applied For:

General Information		
Name (First, Middle Initial, Last)		
Mailing Address	City, State, ZIP	
Street Address	City, State, ZIP	
Home Phone	Cell 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/Minor		Degree Title	Units Completed Unit Type
List any vocational, on-the job, military training, etc., which would be useful in the position for which you are applying, or other certifications			Units/Hours Completed	Unit Type (Hours, Credits)

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		
Other		

After reviewing the job announcement, can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

Employment History			
<p>Beginning with your present or most recent employer, list your work record for the past 15 years. If additional space is necessary, please attach a separate sheet using the same format as on the application form. In evaluating your qualifications, preference will be given to experience during that period. However, if you feel that your work experience beyond 15 years is important, please include it. Include any periods of self-employment, military service, and any job-related volunteer experience. Provide an explanation of any gaps in employment. If more than one position has been held with the same employer, list each separately. The following sections MUST be completed even if a resume is submitted. Resumes are acceptable only for the description of duties section.</p>			
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			

Background Information
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Issuing State _____
(If position applied for involves driving): Have you been convicted, pleaded to <i>no contention</i> , 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 or plead guilty to any crime which might have some bearing on your qualifications and fitness to accept duties and responsibilities of the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the nature of the offense, date, court, and description:
<i>Note: Although the District may investigate criminal convictions that relate to fitness to perform the job for which you are applying, a conviction record does not necessarily constitute an automatic disqualification from employment.</i>
After reviewing the job announcement, can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

Professional References		
Please list below 3 people in addition to the supervisors listed above who can responsibly evaluate your work experience.		
Name	Place of employment / title	Phone

- *I hereby certify, under penalty of perjury under the laws of the State of Washington, that this application contains no willful misrepresentation and that the information given is true, complete, and correct to the best of my knowledge and belief. I also declare that I have not omitted any information called for by this application. I understand that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.*
- *I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the interests of the District.*
- *I expressly authorize, without reservation, the South Whidbey Parks & Recreation District, its representatives, employees, or agents, to investigate all statements in my application materials and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the District from any and all liability arising from their giving or receiving information about my employment history, to include my job performance, discipline, and attendance, my academic credentials or qualifications, and my suitability for employment with the District.*
- *In the event of my employment with the South Whidbey Parks & Recreation District, I will comply with all rules, regulations, and policies set forth in the District's policies, Personnel Rules, or other communications distributed by the District.*
- *I understand employment is not guaranteed and, if hired, that either party may terminate the relationship, within the acceptable parameters of the District's personnel rules, policies, and any applicable agreements.*
- *I have read, fully understand, and accept all terms of the above Applicant Statement.*

Applicant's Name (Print) _____

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"/> Social Media
Which paper? _____	<input type="checkbox"/> WRPA	<input type="checkbox"/> Electronic Newsletter
	<input type="checkbox"/> NRPA	<input type="checkbox"/> Other (please specify) _____

