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Name

Date

**APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status. Provide only the information requested. Failure to do so will result in disqualification of your application.

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**Personal Information**

Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_ Social Security No. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have the legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, why? \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_ How soon could you report to work? \_\_\_\_\_

Type of employment: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary Rate of Pay Expected \_\_\_\_\_

What days and hours if part-time? Days: (Sun. Mon. Tues. Wed. Thur. Sun.) Hours: \_\_\_\_\_

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**Education**

Type of School	Name of School	Major	Check Last Year	Graduate	Degree
Elementary			5 6 7 8		
High School			9 10 11 12		
College			1 2 3 4		

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Have you applied for a job with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No Have you ever worked for us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you taken any illegal drugs within the last 30 days? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, branch \_\_\_\_\_

Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_

Have you ever been convicted of a crime except a minor traffic violation (a conviction will not necessarily disqualify you)? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, state citation, date, court, and place where offence occurred. \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give circumstances: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Prior Work Experience** (*Start with most recent or present employer and complete in full.*)

1.	Company:	Date Hired:	Starting Rate:
	Address:	Date Left:	Last Rate:
	Job Title & Duties:	Supervisor:	Phone:
	Reason for Leaving:	May we contact this employer: ___ Yes ___ No	
<hr/>			
2.	Company:	Date Hired:	Starting Rate:
	Address:	Date Left:	Last Rate:
	Job Title & Duties:	Supervisor:	Phone:
	Reason for Leaving:	May we contact this employer: ___ Yes ___ No	
<hr/>			
3.	Company:	Date Hired:	Starting Rate:
	Address:	Date Left:	Last Rate:
	Job Title & Duties:	Supervisor:	Phone:
	Reason for Leaving:	May we contact this employer: ___ Yes ___ No	

List special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References** (*Do not list relatives*)

Name	Phone	Email	Years Known

“I certify that the information given by me in this application is true in all respects, and I agree that if the information false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statement, and I authorize the past employer, all reference, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.”

“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the **Park & Beach Board** and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon **Park & Beach Board** unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the **Park & Beach Board** retains the same right.”

“I understand that prior to being offered employment with the **Park & Beach Board** I may be requested to take an employment examination. In the event I have a disability which will affect my ability to take the test, I will so inform the **Park & Beach Board** prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites modified conditions, and accessible testing formats. The **Park & Beach Board** reserves the right to require my medical documentation concerning the need for the accommodation.”

“I understand that if employed policies and rules which are issued are not conditions of employment and that the employer may revise polices or procedures, in whole or in part, at any time.”

“I understand that this application will be kept on active files for 90 days from the date completed, after which time I would have to reapply in accordance with established company procedures.”

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Signature of Applicant Date