



# North Highlands Recreation & Park District

## Application for Employment

6040 Watt Avenue, North Highlands, CA 95660

(916) 332-7440

### APPLICATION FOR EMPLOYMENT – AN EQUAL OPPORTUNITY EMPLOYER

The North Highlands Recreation and Park District maintains a policy of the treating of all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, citizenship or any other characteristic protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, termination and all other terms and conditions of employment.

Last Name		First		Middle
Permanent Address			How long have you lived here?	
City	State	Zip Code	Phone Number	
Email Address			Social Security Number	
Mailing Address (if different from above)				
Languages Spoken Fluently			Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What position are you applying for?		Are currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you hear about this job?		

### AVAILABILITY

Please check the following days and times you are available to work

<b>Mornings</b> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<b>Afternoons</b> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<b>Evenings</b> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
What date are you available to start work?		Notes regarding your availability:
Do you have any relative(s), or persons with whom you are involved in a close personal relationship, employed by North Highlands Recreation & Park District? If so, list:		
Name:	Relationship:	

**North Highlands Recreation & Park District – Application for Employment (2)**

Were you ever previously employed by North Highlands Recreation & Park District?       Yes       No

If yes, what dates were you employed?      Starting: \_\_\_\_\_      Ending: \_\_\_\_\_

Do you currently have unrestricted work authorization allowing you to accept employment in the United States?

Yes       No

Can you, with or without reasonable accommodation, perform the essential functions of the position in which you are interested?

Yes       No

Have you ever been convicted of a violation of any law or ordinance other than a traffic violation (juvenile delinquency, youthful offender and wayward minor excluded)?

Yes       No

If yes, please explain:

**PLEASE NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT.**

In the event of an emergency, whom may we contact?

Name	Phone Number	Relationship
Name	Phone Number	Relationship

**EDUCATIONAL BACKGROUND**

Level	Name of school	Course of Study	Years Attended	Circle: Years Completed	Did you Graduate?	Earn a Diploma or Degree?
High School				<b>1 2 3 4</b>		
Tech. or Business				<b>1 2 3 4</b>		
College				<b>1 2 3 4</b>		
Graduate				<b>1 2 3 4</b>		

**North Highlands Recreation & Park District – Application for Employment (3)**

List any additional foreign language familiarity or skills, educational, vocational and/or professional information, such as special areas of research or study, training, seminars, etc., that is relevant to the job you are applying for.
Professional memberships, certificates, or licenses held (exclude any indicating race, color, religion, sex, sexual orientation, nationality, origin, age, physical or mental disability, or labor organization affiliations).
Please list any volunteer experience.

**EMPLOYMENT HISTORY**

Start with most recent employment

Organization/Business Name		Position Title		Type of business	
Address				Phone	
Describe duties performed (attach additional sheet if necessary)					
Starting Salary	Ending Salary	Supervisor's Name		May we contact them?	
				Yes	No
Reason for leaving			Employed From (Mo./Yr.)		To (Mo./Yr.)

Organization/Business Name		Position Title		Type of business	
Address				Phone	
Describe duties performed (attach additional sheet if necessary)					
Starting Salary	Ending Salary	Supervisor's Name		May we contact them?	
				Yes	No
Reason for leaving			Employed From (Mo./Yr.)		To (Mo./Yr.)

**North Highlands Recreation & Park District – Application for Employment (4)**

Organization/Business Name		Position Title		Type of business	
Address				Phone	
Describe duties performed (attach additional sheet if necessary)					
Starting Salary	Ending Salary	Supervisor's Name		May we contact them?	
				Yes	No
Reason for leaving			Employed From (Mo./Yr.)	To (Mo./Yr.)	

Organization/Business Name		Position Title		Type of business	
Address				Phone	
Describe duties performed (attach additional sheet if necessary)					
Starting Salary	Ending Salary	Supervisor's Name		May we contact them?	
				Yes	No
Reason for leaving			Employed From (Mo./Yr.)	To (Mo./Yr.)	

**MILITARY RECORD**

Were you in the U.S. Armed Forces?	If yes, when?	
Yes      No	From (Mo./Yr.):	To (Mo./Yr.)
If yes, list duties in service, including special training.		

**APPLICATION AUTHENTICATION**

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

## North Highlands Recreation & Park District – Application for Employment (5)

My signature below certifies that I understand that if I am extended an offer of employment by the North Highlands Recreation and Park District, my employment is contingent upon satisfactory completion of a medical examination (if applicable to the position for which you are applying), including a drug test (if applicable to the position for which you are applying), and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

I understand that this application is only valid for the position applied for at present and that the North Highlands Recreation and Park District is not obligated to retain or consider this application for future openings.

**Applicant Signature:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

### BACKGROUND INVESTIGATION

I authorize investigation of all statements contained in this application, authorize the Water and Sewer Risk Management Pool to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to the North Highlands Recreation and Park District concerning my background and experience. I release the North Highlands Recreation and Park District, and all parties providing information to the district about my background and experience, from any liability whatsoever arising there from.

**Applicant Signature:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_