



VALLEY CITY PARKS & RECREATION

APPLICATION FOR EMPLOYMENT



The Valley City Parks & Recreation will request a background check on all individuals who are offered employment by the VCPR. The Fair Credit Reporting Act (1971) requires that we inform you that a background investigation may be conducted as part of our employment screening and selection process. This may include an inquiry to obtain information regarding your character, criminal history, general reputation, personal characteristics, credit report and mode of living. The main objective of this investigation is to verify information you provide on your application or during the interview process. If a report is made, you have the right to request details of the report from the consumer reporting agency. **Any employment offered by Valley City Parks & Recreation is solely at will.**

◆ PLEASE PRINT ◆ MUST COMPLETE APPLICATION IN FULL

Position(s) for which you are applying for:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
1. _____	
2. _____	
3. _____	

PART I - PERSONAL

Name _____ Are you 18 years or older? YES NO Are you eligible to work in U.S.? YES NO

Address _____ City, State _____ Zip _____

Daytime Phone () _____ Evening Phone () _____ E-Mail _____

Have you worked for us before? YES NO When? _____ Position Held? _____

PART II - EDUCATIONAL PREPARATION: (High School, College/Trade School)

<u>Name of School, City, State</u>	<u>Course of Study</u>	<u>Degree/Certificate/License</u>	<u>Years Completed</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PART III - WORK EXPERIENCE: (List last two jobs held, including your current one)

Company _____ Phone () _____ Job Title _____

May we Contact Supervisor? YES NO Supervisor's Name: _____

Reason for leaving _____

Briefly describe work performed: _____

Company _____ Phone () _____ Job Title _____

May we Contact Supervisor? YES NO Supervisor's Name: _____

Reason for leaving _____

Briefly describe work performed: _____

PART IV - EQUIPMENT/MACHINES OPERATED:

PART V - OTHER EXPERIENCE/TRAINING, LICENSES/CERTIFICATES: List any special qualifications relevant to the position for which you are applying that are not covered elsewhere in this application (such as technical skills and/or computer, childcare training, CPR, First Aid, WSI, Lifeguard Certification etc.) For licenses and certificates, you must include date and place of issuance, date of expiration and be able to present a copy of certification, if hired.

PART VI - REFERENCES: (individuals who are **NOT RELATED** to you and are not previous employers)

Name _____ Phone (_____) _____ Relationship _____
 Address _____ City, State _____ Zip _____
 Name _____ Phone (_____) _____ Relationship _____
 Address _____ City, State _____ Zip _____

PART VII - GENERAL INFORMATION:

If hired, when could you start here? _____ Are you available to work on weekends/holidays? _____
 Are/Were you in Armed Forces? _____ If yes, what branch? _____
 Driver's License? YES NO If so, please list ID number: _____ State _____
 Class of License: _____ Has license been suspended or revoked in the last three years? YES NO
 If yes, give details: _____

PART VIII - AUTHORIZATION:

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND AND AGREE THAT ANY MISSTATEMENT WILL BE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT BY THE VALLEY CITY PARKS & RECREATION.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, TO INCLUDE A BACKGROUND CHECK INTO FELONY CONVICTIONS AND CHILD NEGLECT OR ABUSE AND RELEASE THE VALLEY CITY PARKS & RECREATION OF ANY LIABILITY AND ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I UNDERSTAND BY PROVIDING INFORMATION ON THIS APPLICATION THAT THERE IS NO CONTRACTUAL OR IMPLIED AGREEMENT BETWEEN MYSELF AND THE VALLEY CITY PARKS & RECREATION.

X _____ X _____
 Applicant Signature (Please use draw tool to sign or type if unavailable) Date

Complete & Return Application To:

Valley City Parks Recreation
 733 8th Ave. SW
 Valley City, ND 58072

Questions? Need Further Information?

Websites: www.vcparks.com
Email: vcpr@vcparks.com
Phone: (701) 845-3294
Fax: (701) 845-2067



EQUAL OPPORTUNITY EMPLOYER

Application received: _____