



Employment Application

The Grand Forks Park District may request a background check on all individuals who are offered employment by the Grand Forks Park District. 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.

SEPARATE APPLICATION MUST BE COMPLETED FOR EACH POSITION APPLIED FOR • PLEASE PRINT • MUST COMPLETE IN FULL

POSITION YOU ARE APPLYING FOR _____ Full-Time Part-Time Seasonal

AVAILABLE POSITIONS _____

Business Office Associate • Customer Service Associate • Membership Associate • Child Care Associate • Birthday Party Associate
 Deli Associate • Maintenance / Housekeeping Associate • Fitness Associate • Personal Trainer • Sports Enhancement Trainer
 Group Cycling Instructor • Group Fitness Instructor • Yoga Instructor • Aquatics Instructor / Lifeguard • Sports & Recreation Associate
 Basketball Instructor • Racquetball Instructor • Racquetball Professional • Tennis Instructor • Tennis Professional • Volleyball Instructor

PART I - PERSONAL INFORMATION

Name _____ Are you 18 years or older? YES NO

Address _____ City, State _____ Zip _____

Daytime Phone (____) ____ - ____ Evening Phone: (____) ____ - ____ Email _____

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

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

Name of School, City, State	Course of Study	Degree	Graduation Date
1			
2			
3			

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

Company _____ Phone (____) ____ - ____ Approx. Employment Dates _____
(eg. June 2015 - July 2016)

Supervisor _____ May We Contact? YES NO If no, why? _____

Reason for Leaving _____ Describe Work Performed _____

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(eg. June 2015 - July 2016)

Supervisor _____ May We Contact? YES NO If no, why? _____

Reason for Leaving _____ 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 and are not covered elsewhere in your 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 (Persons who can speak of your job / professional qualifications)

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 during weekends / holidays? _____

Do you have a valid Driver's License? YES NO Class of License _____

PART VIII - HOW DID YOU HEAR ABOUT US?

How did you find out about the position? Social Media Newspaper Online Job Board (Indeed.com, Jobs HQ, etc.)

Employee Referral Flyer/Advertisement Other (please specify): _____

PART IX - 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 GRAND FORKS PARK DISTRICT.

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. IF JOB OFFER, I AUTHORIZE FURTHER INVESTIGATION TO INCLUDE A BACKGROUND CHECK INTO FELONY CONVICTIONS AND CHILD NEGLECT OR ABUSE AND RELEASE THE GRAND FORKS PARK DISTRICT 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 GRAND FORKS PARK DISTRICT.

X
Applicant Signature _____

X
Date _____

COMPLETE AND RETURN APPLICATION TO:

QUESTIONS? NEED FURTHER INFO?



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EQUAL OPPORTUNITY EMPLOYER

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