



# GRAND FORKS PARK DISTRICT APPLICATION FOR EMPLOYMENT

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

Date: \_\_\_\_\_

Position for which you are applying for: \_\_\_\_\_  Full-Time  Part-Time  Seasonal

**Positions Available (SELECT ONLY ONE)**

Hockey Coach  Skating Instructor  Concession Worker  Arena Worker  Warming House Attendant  
 Horticulture Crew  Baseball/Softball Coach  Forestry Arborist Assistant  Parks Maintenance Worker  
 Golf Maintenance Worker  Golf Pro Shop Worker  Driving Range Attendant  
 Pools - Lifeguard/Cashier/Concession Worker  Just For Fun Leader  Special Needs Inclusion Assistant

### PART I - PERSONAL

Name \_\_\_\_\_ Are you 18 years or older? YES NO Are you U.S. Citizen? 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</u>	<u>Date of Graduation</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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

Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_

May we Contact? YES NO If no, why? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Briefly describe work performed: \_\_\_\_\_

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Company \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_

May we Contact? YES NO If no, why? \_\_\_\_\_ 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 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 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: \_\_\_\_\_

Have you been convicted of a felony within the last five years? YES NO  
 If yes, answer the following: State Charged: \_\_\_\_\_ County where charged: \_\_\_\_\_  
 Charge took place in : FEDERAL COURT STATE COURT Explain: \_\_\_\_\_

Have you ever been convicted of any offense involving a crime against a child including, but not limited to, the sexual molestation physical or sexual abuse, or rape of a child? YES NO  
 If yes, answer the following: State Charged: \_\_\_\_\_ County where charged: \_\_\_\_\_  
 Charge took place in : \_\_\_\_\_ FEDERAL COURT \_\_\_\_\_ STATE COURT Explain: \_\_\_\_\_

*(Conviction of a crime is not an automatic bar to employment. The Park District will consider the nature of the offense, the date of offense and the relationship between the offense and the position for which you are applying.)*

**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 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, 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 & Return Application To:**

Grand Forks Park District  
PO Box 12429  
1060 47th Ave So  
Grand Forks, ND 58208-2429

**Questions? Need Further Information?**

Websites: [www.gfparcs.org](http://www.gfparcs.org)  
[www.kingswalk.org](http://www.kingswalk.org)  
[www.ChoiceHF.com](http://www.ChoiceHF.com)

E-mail: [gfparks@gfparks.org](mailto:gfparks@gfparks.org)

Phone: (701) 746-2750 Fax: (701) 746-2753



**EQUAL OPPORTUNITY EMPLOYER**