



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)

Name of School, City, State	Course of Study	Degree	Date of Graduation
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: _____

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? _____

For driving positions only - 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 S
Grand Forks, ND 58208-2429

Questions? Need Further Information?

Websites: www.gfparcs.org
www.kingswalk.org
www.ChoiceHF.com

E-mail: gfparcs@gfparcs.org

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



EQUAL OPPORTUNITY EMPLOYER