

Hazen Parks and Recreation Department
Seasonal Employment Application

Have you worked for our department before Yes No
If so, position held and specific assignments _____

Full Name: _____

Present Address: _____

Mailing Address: _____

Telephone where you can be reached: _____

Current Drivers License Yes No Class: _____ State: _____

General Information:

Position Applying for: _____

Date available to start: _____ Hours Available: _____

Are there any days you cannot work or long term absences that you are aware of: _____

Please list any special skills, Abilities, Certifications, or Licenses that relate to the position applying for: _____

Please list any equipment that you can operate that will relate to the position applying for: _____

Education Information:

High School: _____ Year Graduated: _____

College: _____ Year Graduated: _____

Work History: Start with most recent employer first

Employer: _____ Dates: _____

Title: _____ Salary: _____

Reason for Leaving: _____ Duties: _____

Employer: _____ Dates: _____

Title: _____ Salary: _____

Reason for Leaving: _____ Duties: _____

Employer: _____ Dates: _____

Title: _____ Salary: _____

Reason for Leaving: _____ Duties: _____

May we contact the most recent employer? Yes No

References please list 3 people not related to you whom you have known for more than 1 year.

<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Telephone</u>

In case of emergency, notify,(include name, address, phone number, and relationship).

The Hazen Parks and Recreation Department may request a background check on all individuals who are offered employment by the department. 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.

I certify that the above information in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Please return application to: **The Hazen Parks and Recreation Office**
146 East Main Street
P.O. Box 717
Hazen, ND 58545
Phone: (701) 748-6948

Do not write below this line:

Interviewed by: _____ Date: _____

Hired: Yes No Position: _____

Comments: _____
