





## Application for Employment

### Emergency Contact Info

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_

### Employment History

Please provide all employment information for the past seven years employment starting with the most recent. You may use another sheet if necessary.

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

Dates employed from \_\_\_\_\_ to \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_

Phone number \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

Dates employed from \_\_\_\_\_ to \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_

Phone number \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

Dates employed from \_\_\_\_\_ to \_\_\_\_\_

Immediate supervisor: \_\_\_\_\_

Phone number \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Other Skills/Qualifications:** Summarize any job-related training, skill, certificates, and/or other qualifications:

\_\_\_\_\_  
\_\_\_\_\_



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### Educational History

List school name and location, number of years completed, course of study, and any degrees earned:

	Name and City of School	Course of Study	Years Completed	Diploma Degree
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (specify)</b>				

### References

List 3 people who can comment on your character and work habits. Include telephone numbers, and years known

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ # of Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ # of Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ # of Years Known: \_\_\_\_\_

I hereby authorize the Durham Recreation and Park District to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the Durham Recreation and Park District and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.



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**Seasonal Employees ONLY:** If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I, or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that Durham Recreation and Park District does not discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, please describe the function that you cannot perform:

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I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within five days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand that I will be required to provide proof of a current clear DMV report if I am required to drive as a component of my job with Durham Recreation and Park District. I hereby authorize Durham Recreation and Park District to verify the validity of my driver's license at any time during my employment if I am required to drive in the course of my job with Durham Recreation and Park District.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Note: Durham Recreation and Park District maintains applications on active file only for a 30 day period of time. If you wish to be considered after a 30 day period, please re-apply.