



9160 Robinson Rd
Chardon, Oh 44024-9148
440-286-9516

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other: _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)	Social Security Number	

- Are you at least 18 years of age? Yes No
- Have you ever filed an application with us before? Yes No
If Yes, give date _____
- Have you ever been employed with us before? Yes No
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- Are you prevented from lawfully becoming employed in this country because of visa / immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.
- On what date are you available to work? _____
- Are you available to work Full-time Part Time Seasonal Temporary
- Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it?

Yes

No

Have you been convicted of a felony within the last 7 years?

Yes

No

If Yes, please explain _____

Education

	Name & Address Of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any job-related training received in the United States military.

Describe specialized training apprenticeships, skills and extra curricular activities.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/ Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/ Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/ Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/ Salary		
	Job Title	Supervisor	Starting	Final	
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

Word Processing

PageMaker

Adobe Photoshop

Microsoft Office (Word, Excel)

FileMaker Pro Database

PowerPoint

Chain Saw Op.

Tractor Use

Mowers

Carpentry

GPS equipment

GIS systems

Other (list)

RANGER APPLICANTS ONLY: OPOTA Certified

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. YES NO

References

1. _____ () _____
 (Name) Phone #

 (Address)

2. _____ () _____
 (Name) Phone #

 (Address)

3. _____ () _____
 (Name) Phone #

 (Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Geauga Park District's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Geauga Park District reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Geauga Park District has the authority to make any assurances to the contrary.

I give Geauga Park District the right to investigate all references and to secure additional information about me, including a driver's license check and background check. I hereby release from liability Geauga Park District and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

Gauga Park District is an Equal Opportunity Employer. Geauga Park District does not discriminate in employment, and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature of Applicant _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTEVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

Department _____

By _____
NAME AND TITLE DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: _____ **Yes** _____ **No**

Position(s) Considered For:

Date: _____

NOTES _____
