



APPLICATION FOR EMPLOYMENT OR VOLUNTEER POSITIONS

Please complete the attached application for employment or volunteer position with the Carmichael Recreation and Park District. This packet should be completed by the applicant and include the following forms:

_____ APPLICATION FOR EMPLOYMENT/VOLUNTEER – Please complete all questions

_____ BACKGROUND INVESTIGATION APPROVAL FORM

_____ PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE QUESTIONNAIR– **Please read and sign Attachment A, Read Attachment B and C**

_____ DMV PRINT OUT – Please attach if applicable

_____ OTHER DOCUMENTS AS REQUIRED _____



APPLICATION FOR EMPLOYMENT/VOLUNTEER – AN EQUAL OPPORTUNITY EMPLOYER

The Carmichael Recreation and Park District maintains a policy, treating all employees and applicants for employment without regard to race, color, religion, genetic information, sex, pregnancy, sexual orientation, gender identity, or expression, national origin, ancestry, citizenship, political affiliation, marital status, veteran status, physical or mental condition or disability, or disabled veteran status, or any other category protected by law, and makes all employment related decisions, including but not limited to recruitment, hiring, compensation, training, apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, termination and all other terms and conditions of employment free from discrimination. The District will provide reasonable accommodations for otherwise qualified persons with disabilities.

Last Name: _____	First: _____	Middle: _____
Street Address: _____		
City: _____ State: _____ Zip: _____ How long have you lived here? _____		
Phone: (hm) _____ (wk) _____ (cell) _____		
Email address: _____		

Position Applying For: _____	Date Available: _____
Are you willing to work evenings? Yes _____ No _____ Are you willing to work weekends? Yes _____ No _____	
Can you, with or without reasonable accommodation, perform the essential functions of the position in which you are interested? Yes _____ No _____	
How did you hear of the job opening for which you are applying: _____	
Do you have any relative(s), or persons with whom you are involved in a close personal relationship, employed by the Carmichael Recreation and Park District? If so, list:	
Name _____	Relationship _____
Were you ever previously employed by the _____ District? Yes ___ No ___ From When: ___ To: ___	
Are you 18 years or older? Yes _____ No _____	

EDUCATIONAL BACKGROUND

Level	Name and Address of School	Course of Study	Years Attended	Circle last year Completed	Did you Graduate?	List Diploma or Degree
High School						
Technical/ Business				1 2 3 4		
College				1 2 3 4		
Graduate				1 2 3 4		

EMPLOYMENT HISTORY (START WITH PRESENT AND ATTACH ADDITIONAL SHEETS (IF NECESSARY))

Name:		Describe Duties Performed:		
Address:		Title:		
Type of Business		Phone		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Name:		Describe Duties Performed:		
Address:		Title:		
Type of Business		Phone		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Name		Describe Duties Performed:		
Address:		Title:		
Type of Business		Phone		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

My signature below certifies that I understand that if I am extended an offer of employment by the Carmichael Recreation and Park District, my employment is contingent upon satisfactory completion of a medical examination (if applicable to the position for which you are applying), including a drug test (if applicable to the position for which you are applying), and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

I understand that this application is only valid for the position applied for at present and that the Carmichael Recreation and Park District is not obligated to retain or consider this application for future openings.

Applicant Signature: _____ Date of Application: _____

Carmichael Recreation and Park District

BACKGROUND INVESTIGATION

I authorize investigation of all statements contained in this application, authorize the Carmichael Recreation and Park District to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to the Carmichael Recreation and Park District concerning my background and experience. I release the Carmichael Recreation and Park District, and all parties providing information to the district about my background and experience, from any liability whatsoever arising therefrom.

Applicant Signature: _____ Date: _____