

Coalinga-Huron Recreation & Park District



Employment Application

Thank you for considering employment with the Coalinga-Huron Recreation & Park District. An Equal Opportunity Employer, the Coalinga-Huron Recreation & Park District provides equal employment opportunity to all persons regardless of sex, race, marital status, religion, ancestry, color, national origin, political affiliation, disability, age, sexual orientation or other non-merit related reasons.

Name _____ Date _____

Position Applying for: _____

Instructions:

1. Answer all questions by writing clearly or typing. Provide enough detail to allow for full review and consideration. Your application will be evaluated as part of the recruitment process.
2. A resume or other materials may be attached but are not to be in lieu of completing the application form.
3. **Make sure you sign your application and submit required supplemental material with your application. Application and supplemental materials will not be returned and become the property of the Coalinga-Huron Recreation & Park District.**
4. Use a separate application when applying for more than one position.
5. Inquiry may be made of your former and current employers and/or schools you attended regarding your performance records. Please provide the name and phone number of each supervisor on your form.
6. Please notify the Coalinga-Huron Recreation & Park District if you change your address or phone number.

Thank you for your interest in employment with the Coalinga-Huron Recreation & Park District!

Application for Employment



Coalinga-Huron Recreation & Park District

P.O. Box 386 / 555 Monroe Street
Coalinga, CA 93210
(559) 935-0727

Position/Title: _____

Name _____ Email _____

Address _____

Phone: Home () _____ Business () _____

May we contact you at your business number? Yes ___ No ___

For Personnel Use Only

Date Received _____ By: _____

1st Screen _____

2nd Screen _____

Oral Interview _____

Written Interview _____

Physical Agility _____

Final Interview _____

Hire _____

Note: This Application may be considered a part of your test for this job. Fill out carefully and completely.

Experience: List the positions you have held starting with your current or most recent position. Please give enough information to allow for review and evaluation of your work experience and abilities, include paid or unpaid, full or part-time, military, summer. Include additional pages if necessary.

JOBS, ETC. RESUMES NOT ACCEPTED IN LIEU OF DISTRICT APPLICATION.

FROM: MO. _____ /YR _____	FULL TIME <input type="checkbox"/>	EMPLOYER'S NAME: _____
TO: MO. _____ /YR _____	PART TIME <input type="checkbox"/>	ADDRESS _____ CITY _____
FINAL SALARY _____	HOURS PER WEEK _____	SUPERVISOR'S NAME/PHONE _____
POSITION TITLE _____		DUTIES _____

NUMBER OF EMPLOYEES SUPERVISED _____ REASON FOR LEAVING: _____

FROM: MO. _____ /YR _____	FULL TIME <input type="checkbox"/>	EMPLOYER'S NAME: _____
TO: MO. _____ /YR _____	PART TIME <input type="checkbox"/>	ADDRESS _____ CITY _____
FINAL SALARY _____	HOURS PER WEEK _____	SUPERVISOR'S NAME/PHONE _____
POSITION TITLE _____		DUTIES _____

NUMBER OF EMPLOYEES SUPERVISED _____ REASON FOR LEAVING: _____

FROM: MO. _____ /YR _____	FULL TIME <input type="checkbox"/>	EMPLOYER'S NAME: _____
TO: MO. _____ /YR _____	PART TIME <input type="checkbox"/>	ADDRESS _____ CITY _____
FINAL SALARY _____	HOURS PER WEEK _____	SUPERVISOR'S NAME/PHONE _____
POSITION TITLE _____		DUTIES _____

NUMBER OF EMPLOYEES SUPERVISED _____ REASON FOR LEAVING: _____



EDUCATION:

LAST SCHOOL ATTENDED BELOW COLLEGE LEVEL _____

HIGHEST GRADE COMPLETED _____

DID YOU GRADUATE FROM HIGH SCHOOL?

YES NAME/LOCATION _____ NO

DO YOU HAVE A GED CERTIFICATE?

YES NAME/LOCATION _____ NO

COLLEGE OR UNIVERSITY NAME AND LOCATION	COURSE OR MAJOR	UNITS ACCUMULATED	DID YOU GRADUATE?	DEGREE	LAST YEAR ATTENDED
BUSINESS, TECH, TRADE OR NIGHT SCHOOL	COURSE	DATES	UNITS ACCUMULATED	COMPLETED	
POST ACADEMY	CERTIFICATE	DATES	UNITS ACCUMULATED	COMPLETED	

CERTIFICATES, LICENSES, OR MEMBERSHIPS – PLEASE LIST:

Do You Have a Valid California Driver's License? Yes Number _____ Class _____ No If no, can you provide one if hired? _____

Foreign Languages: Speak _____ Read _____

Do you have any physical limitations which would prevent you from performing the essential functions of the position, with or without reasonable accommodations? Yes ___ No ___

If you need reasonable accommodations in the recruitment process, please specify: _____

CAN YOU MEET THE ATTENDANCE REQUIREMENTS OF THIS JOB? YES NO



HAVE YOU EVER BEEN IN THE MILITARY? YES NO

BRANCH _____ DATES: _____

ARE YOU RELATED TO ANY PRESENT EMPLOYEES OF THE COALINGA-HURON RECREATION & PARK DISTRICT? YES NO

IF YES, PLEASE LIST NAME AND RELATIONSHIP: _____

HAVE YOU EVER WORKED FOR THE COALINGA-HURON RECREATION & PARK DISTRICT BEFORE? _____ IF YES, WHEN AND WHAT POSITION: _____

YOUR CLERICAL SKILLS: TYPING: ___ W.P.M. DICTATION/SHORTHAND: ___ W.P.M.

CALCULATOR: YES NO COMPUTER: YES NO

LIST SOFTWARE PROGRAMS USED: _____

OTHER (SPECIFY): _____

ARE YOU WILLING TO WORK: FULL-TIME YES NO PART-TIME YES NO

TEMPORARY YES NO

IF YOU ARE UNDER 18 YEARS OF AGE, DO YOU HAVE A VALID WORK PERMIT? YES NO

CERTIFICATE OF APPLICANT (READ CAREFULLY BEFORE SIGNING)

I HEREBY CERTIFY THAT ALL STATEMENTS ARE TRUE AND CORRECT. I AGREE AND UNDERSTAND THAT ANY MISSTATEMENT OR OMISSION OF MATERIAL FACTS HEREIN MAY CAUSE FORFEITURE ON MY PART OF ALL ELIGIBILITY TO ANY EMPLOYMENT IN THE SERVICE OF THE COALINGA-HURON RECREATION & PARK DISTRICT. I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE "AT WILL"; THAT IS, THAT THE DISTRICT OR I CAN TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE. YOU WILL BE REQUIRED TO SUBMIT VERIFICATION OF YOUR IDENTITY AND CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE UNITED STATES AT THE TIME OF AND AS A CONDITION OF EMPLOYMENT.

ANY MATERIAL SUBMITTED DURING THE APPLICATION PROCESS BECOMES THE PROPERTY OF THE COALINGA-HURON RECREATION & PARK DISTRICT. APPLICANTS WHO WISH TO RETAIN COPIES MUST MAKE THEIR COPY PRIOR TO SUBMITTING THE MATERIALS.

SIGNATURE _____

DATE _____

APPLICATION WILL NOT BE ACCEPTED WITHOUT ORIGINAL SIGNATURE



DECLARATION

I, _____, IN SEEKING TO BE HIRED BY THE COALINGA- HURON RECREATION AND PARK DISTRICT AT, OR HIRED BY THE COALINGA-HURON RECREATION AND PARK DISTRICT AS A VOLUNTEER TO PERFORM SERVICES AT, ANY PARK, PLAYGROUND OR RECREATIONAL CENTER USED BY THE COALINGA-HURON RECREATION AND PARK DISTRICT FOR RECREATIONAL PURPOSES, IN A POSITION HAVING SUPERVISORY OR DISCIPLINARY AUTHORITY OVER ANY MINOR, HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND THAT THIS DECLARATION IS EXECUTED AT:

(CITY) _____, CALIFORNIA ON (DATE) _____, (YEAR) _____

I ACKNOWLEDGE AND AGREE THAT SHOULD ANY OF MY ANSWERS TO THE FOREGOING QUESTIONS BE SUBSEQUENTLY DETERMINED TO BE FALSE AND NOT TRUE, THE COALINGA-HURON RECREATION AND PARK DISTRICT CAN IMMEDIATELY TERMINATE MY EMPLOYMENT BY IT OR CEASE ALLOWING ME TO PERFORM VOLUNTARY SERVICES, -WITHOUT NOTICE.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE COALINGA-HURON RECREATION AND PARK DISTRICT, ITS DIRECTORS, AGENTS AND EMPLOYEES, FROM ANY AND ALL CLAIMS, CAUSES OF ACTION, SUITS, ACTIONS, DAMAGES, LOSSES OR LIABILITY ARISING OUT OF TERMINATION OF MY EMPLOYMENT AND/OR TERMINATION OF MY VOLUNTEER SERVICES RENDERED TO THE COALINGA-HURON RECREATION AND PARK DISTRICT WHICH MAY OCCUR SHOULD ANY OF MY ANSWERS TO THE FOREGOING QUESTIONS BE SUBSEQUENTLY DETERMINED TO BE FALSE AND NOT TRUE AND /OR UNTRUE.

EMPLOYEE/VOLUNTEER

DATE

I UNDERSTAND THAT AS AN EMPLOYEE OVER THE AGE OF 18, AT THE COALINGA-HURON RECREATION AND PARK DISTRICT, I AM REQUIRED TO PROVIDE MY FINGERPRINTS FOR A BACKGROUND INVESTIGATION. IN ORDER TO DO THAT, I WILL GO TO THE POLICE DEPARTMENT AND SUBMIT TO AN APPLICANT LIVE SCAN (A SYSTEM OF ELECTRONIC SUBMISSION OF APPLICANT FINGERPRINTS AND THE SUBSEQUENT AUTOMATED BACKGROUND CHECK AND RESPONSE). AT THAT TIME, I WILL PAY THE FEE TO THE COALINGA POLICE DEPARTMENT TO COVER THE COST CHARGED BY THE DEPARTMENT OF JUSTICE.

SIGNATURE

DATE