



Evanston Parks & Recreation District  
 275 Saddle Ridge Road  
 Evanston, Wyoming 82930  
 (307) 789-1770  
 eprd@allwest.net

# 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, sexual orientation, or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview should notify the Director of the Evanston Parks and Recreation District.**

*(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 |

If you are under 18 years of age, can you provide required proof of State Approved Driver's Education Course?  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  
 If Yes, give date \_\_\_\_\_ Division \_\_\_\_\_

Are you currently employed?  Yes  No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Seasonal  Temporary

Are you related to any current Parks & Recreation District employees?  Yes  No  
 If yes, employee's name \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  Yes  No  
 If yes, please provide date(s) and details \_\_\_\_\_

*Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Driver's License number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUTNITY/ADA EMPLOYER**

## EDUCATION

|  | High School | Undergraduate<br>College/University | Graduate/<br>Professional |
|--|-------------|-------------------------------------|---------------------------|
| School Name and Location   |             |                                     |                           |
| Years Completed  | 9 10 11 12  | 1 2 3 4                             | 1 2 3 4                   |
| Diploma/Degree   |             |                                     |                           |
| Describe Course of Study   |             |                                     |                           |
| Describe any specialized training, apprenticeship, skills and extra-curricular activities.     |             |                                     |                           |
| Describe any honors you have received  |             |                                     |                           |
| State any additional information you feel may be helpful to us in considering your application |             |                                     |                           |

| Indicate any foreign languages you can speak, read and/or write |        |      |      |
|---|--------|------|------|
|   | FLUENT | GOOD | FAIR |
| SPEAK   |        |      |      |
| READ  |        |      |      |
| WRITE   |        |      |      |

List professional, trade, business or civic activities and offices held. *You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Give name, address and telephone number of three references who are not related to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

## EMPLOYMENT EXPERIENCE

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

| Employer            | Dates Employed     |       | WORK PERFORMED |
|---------------------|--------------------|-------|----------------|
|                     | From               | To    |                |
| Address             |                    |       |                |
| Telephone Number(s) | Hourly Rate/Salary |       |                |
|                     | Starting           | Final |                |
| Job Title           | Supervisor         |       |                |
| Reason for Leaving  |                    |       |                |

| Employer            | Dates Employed     |       | WORK PERFORMED |
|---------------------|--------------------|-------|----------------|
|                     | From               | To    |                |
| Address             |                    |       |                |
| Telephone Number(s) | Hourly Rate/Salary |       |                |
|                     | Starting           | Final |                |
| Job Title           | Supervisor         |       |                |
| Reason for Leaving  |                    |       |                |

| Employer            | Dates Employed     |       | WORK PERFORMED |
|---------------------|--------------------|-------|----------------|
|                     | From               | To    |                |
| Address             |                    |       |                |
| Telephone Number(s) | Hourly Rate/Salary |       |                |
|                     | Starting           | Final |                |
| Job Title           | Supervisor         |       |                |
| Reason for Leaving  |                    |       |                |

| Employer            | Dates Employed     |       | WORK PERFORMED |
|---------------------|--------------------|-------|----------------|
|                     | From               | To    |                |
| Address             |                    |       |                |
| Telephone Number(s) | Hourly Rate/Salary |       |                |
|                     | Starting           | Final |                |
| Job Title           | Supervisor         |       |                |
| Reason for Leaving  |                    |       |                |

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

### Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience. Identify software programs you are proficient in, list any equipment you have operated, and any other skills that may be useful to the position you are seeking.

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# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview       Yes     No      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed     Yes     No      Date of Employment: \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly/Rate Salary \_\_\_\_\_ Department \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_