

BOARD OF PARK AND RECREATION COMMISSIONERS
Application for Employment

NAME: _____ DATE SUBMITTED: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

Are you over 65? Yes ___ No ___ Are you under 18? Yes ___ No ___, if so, Age ___

TYPE OF WORK APPLYING FOR: _____

If you are interested in being considered for youth resident camp staff, please indicate sex: M ___ F ___

Are you willing to work evenings and weekends? Yes ___ No ___

Equipment you are competent operating:

OFFICE: _____ MAINTENANCE: _____

OTHER: _____

Driver's License: _____ What means of transportation do you have? _____
 (state) (number)

| EDUCATION | Name and address of school | dates attended | degree | curriculum |
|--------------------------|-----------------------------------|-----------------------|---------------|-------------------|
| High School | | | | |
| College | | | | |
| Business or Vocational | | | | |
| Other Training/Certific. | | | | |

Are you currently attending school? Yes ___ No ___ If so, name of school _____ Subjects _____

| WORK EXPERIENCE from | to | List present or most recent position/employer first Employer's name and address | position/duties | supervisor | reason for leaving | pay rate |
|-------------------------|----|--|-----------------|------------|--------------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Have you worked for a recreation/park agency before? Yes ___ No ___ Agency: _____ Dates Worked: _____

Position: _____ Supervisor: _____

PROFESSIONAL AND CHARACTER REFERENCES (do not list relatives):

| Name | Title | Address | Phone |
|------|-------|---------|-------|
| | | | |
| | | | |
| | | | |

ORGANIZATIONS, CLUBS, SOCIETIES, ETC.
TO WHICH YOU BELONG:

AWARDS RECEIVED: _____ HOBBIES OR INTERESTS: _____

I authorize investigation of all statements contained in and attached to this application and agree to a criminal background check, pre-employment and random drug testing if applicable to the position applied (see attached waiver).

(applicant's signature)

(date)

Required Information for Background Check:

Social Security # : _____

Birthdate: _____

Full Legal Name: _____

(parent or legal guardian signature if under 18)

(date)

NOTICE TO APPLICANT: The Board of Park and Recreation Commissioners provides all prospective employees equal opportunity on the basis of individual qualifications and merit, without regard to race, sex, religion, age, national origin, handicap, or political affiliation.

RETURN APPLICATION TO: BOPARC, PO BOX 590, MORGANTOWN, WV 26507

APPENDIX A

**BOPARC APPLICATION
Acknowledgment Waiver**

I understand that as part of the application process I will be subject to a criminal background check and that employment is dependent upon successful completion of that background check.

I further understand that for positions deemed safety sensitive, including those involving certification for lifesaving skills, operation of motorized equipment (including but not limited to vehicles, carts, mowers, tractors, saws, power tools) and caring for minor children in the role of counselor, guard or as other adult temporary guardian, employment may be further subject to pre-employment drug testing.

Should I be offered employment by BOPARC, I further understand that for positions deemed safety sensitive as described above, my position will be a part of a random drug testing selection pool during the term of my employment.

SIGNATURE OF APPLICANT

DATE

PRINT NAME