



3109 Hull Road  
Huron, OH 44839

# 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 Applied For:	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement in _____	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Other _____	

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

Best time to contact you at home is: \_\_\_\_\_ : \_\_\_\_\_ am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?  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 or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment*

Date available for work \_\_\_\_ / \_\_\_\_ / \_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-Time  
 Part-Time (Please indicate  Mornings  Afternoon  Evenings)  
 Temporary (Please indicate dates available \_\_\_\_\_ - \_\_\_\_\_ )  
 Seasonal (Please indicate dates available \_\_\_\_\_ - \_\_\_\_\_ )

Are you currently on "lay-off" status and subject to recall?  Yes  No

Have you been convicted of a felony within the last five years?  Yes  No  
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Do you have a valid driver's license?  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# EDUCATION

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

# 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.

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

# EMPLOYMENT EXPERIENCE continued

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

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


Describe any specialized training, apprenticeship, skills and extra-curricular activities.


# ADDITIONAL INFORMATION

## Other Qualifications

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

***Please explain any gaps in employment or 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 review of the activities involved in such a job has been given. \_\_\_\_\_ YES \_\_\_\_\_ NO

## REFERENCES

- |    |           |                      |
|----|-----------|----------------------|
| 1. | _____     | _____                |
|    | (Name)    | Phone Number         |
|    | _____     | _____                |
|    | (Address) | Relationship to you? |
| 2. | _____     | _____                |
|    | (Name)    | Phone Number         |
|    | _____     | _____                |
|    | (Address) | Relationship to you? |
| 3. | _____     | _____                |
|    | (Name)    | Phone Number         |
|    | _____     | _____                |
|    | (Address) | Relationship to you? |

# APPLICANT'S STATEMENT (Signature Required for Application to be Complete)

I certify that all information I have provided herein is true and complete. I agree and understand that omissions, misstatements, and falsifications in my application or interview(s) may be cause for rejection of this application or all eligibility to any employment with Erie MetroParks, removal of my name from eligibility lists, or discharge from service, whenever it is discovered.

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

I understand that any offer of employment may be contingent upon successful completion of a pre-employment background investigation and drug and/or alcohol testing, as required.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States and additionally 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 I (*the Employee*) may resign at any time and that Erie MetroParks (*the Employer*) may discharge me 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 such change is specifically acknowledged in writing by an authorized executive of this organization, and that this application does not constitute an agreement or contract of employment for any specified period or definite duration. I further understand that all conditions of employment including, but not limited to hours, benefits, salary, rules and regulations are subject to change by Erie MetroParks at any time and that no representative of Erie MetroParks is authorized to make any assurances or modifications to the Contrary; implied, oral, or written, unless they are in writing and signed by an authorized executive of this organization.

I understand, also, that I am required to abide by all rules and regulations of Erie MetroParks.

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

\_\_\_\_\_  
Date

Email Address: \_\_\_\_\_

*So that you are aware of our procedures, with your written permission, we order motor vehicle, security and other reports. This information will be used to evaluate your application, and will be periodically re-evaluated during your employment.*

## Authorization for Disclosure and Collection of Information

I hereby authorize Erie MetroParks and its agents who evaluate and process this application to disclose information from this application and information collected from other sources (e.g. motor vehicle records and security reports) to verify the information and evaluate my application. I also authorize Erie MetroParks to collect information from reporting agencies to verify information and/or evaluate my application. I understand that this information may be personal or privileged information. I understand that if an adverse employment decision is made based upon the information obtained through a third party investigation or records check, I am entitled to a copy of the report upon which the adverse employment decision was made.

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

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Date

EMP P77



# Erie MetroParks

Maple Grove Center, 3109 Hull Rd., Huron, OH 44839

## COMPLETION OF THIS FORM IS VOLUNTARY PLEASE PRINT

### Affirmative Action Voluntary Information

All applicants are considered for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

In order to help us comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Thank you for your application and your cooperation is appreciated.

Please be advised that this survey is **NOT** part of your official application for employment and will not be used in any hiring decision. The inclusion or exclusion of any information will not affect any employment decision and all information will be used and kept confidential in accordance with applicable laws and regulations and is not provided to the appointing authority; kept separate from your application. **Please do not sign this form.**

Position applied for: \_\_\_\_\_ Search No. \_\_\_\_\_

How did you learn of this position?

Newspaper: \_\_\_\_\_ Other: \_\_\_\_\_

Walk-In \_\_\_\_\_ Word-of-Mouth \_\_\_\_\_ Mailing \_\_\_\_\_ School \_\_\_\_\_ Website \_\_\_\_\_

Job Announcement Posted At: \_\_\_\_\_

Governmental or Private Employment Agency: \_\_\_\_\_

### Applicant Information

- Male
- Female
- Disabled? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No:

Vietnam Veteran \_\_\_\_\_ Special Disabled Veteran \_\_\_\_\_ Other Eligible Veteran \_\_\_\_\_

### **Please Check One of the Following Equal Employment Opportunity Identification Groups:**

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander
- Asian (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino) – all persons who identify with more than one of the above.