

APPLICATION FOR EMPLOYMENT

Please return to:
106 North 2nd Street
Hamilton, OH 45011
or e-mail to info@hamiltonparks.net



The Hamilton Parks Conservancy considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disability, military service, or any other protected status.

PERSONAL INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____

E-MAIL ADDRESS: _____ SSN: _____

EDUCATION

HIGH SCHOOL DIPLOMA: _____ YES _____ NO _____ GED

SCHOOL NAME AND LOCATION: _____

COLLEGE DEGREE: _____ YES _____ NO _____ SOME

SCHOOL NAME AND LOCATION: _____

YEARS ATTENDED: _____ MAJOR / MINOR / EMPHASIS: _____

DRIVING & CRIMINAL HISTORY

DO YOU POSSESS A VALID DRIVER'S LICENSE? _____ YES _____ NO

STATE OF ISSUE _____ LICENSE # _____ EXPIRES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO

IF YES, PLEASE USE THE REVERSE SIDE OF THIS SHEET TO DESCRIBE THE CRIME(S), RELEVANT DATES, AND PROVIDE THE JURISDICTION IN WHICH YOU WERE CONVICTED.

PERSONAL REFERENCES (PLEASE PROVIDE AT LEAST THREE)

| | <u>NAME</u> | <u>RELATION</u> | <u>PHONE OR E-MAIL</u> |
|----|-------------|-----------------|------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |

JOB DETAILS

WHAT POSITION(S) ARE YOU APPLYING FOR? _____

PLEASE LIST ALL QUALIFICATIONS OR EXPERIENCE THAT APPLY FOR THE POSITION(S) SPECIFIED. USE THE REVERSE SIDE OF THIS SHEET IF NECESSARY.

AVAILABILITY

HOW MANY HOURS PER WEEK DO YOU WISH TO WORK? _____

WHAT DAYS OR HOURS ARE YOU NOT AVAILABLE?

ARE YOU AVAILABLE ON WEEKENDS? ___ YES ___ NO

ARE YOU AVAILABLE ON HOLIDAYS? ___ YES ___ NO

APPLICANT AUTHORIZATION AND UNDERSTANDING

I hereby authorize a background investigation of my work record, education, and other matters related to my suitability for employment, such as criminal convictions or driving record, and further authorize my present employer or any former employer and the references I have listed, to disclose to the Conservancy or its agents any and all documents and other information related to me work records, except those which would indicate race, color, religion, sex, age, national origin, disability, military, or any other protect status. I hereby release the Conservancy, its agents, my former employers, and all others for any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

SIGNED: _____

I understand that the Conservancy may require drug screening prior to employment, and I would be subject to random drug screening should I be selected for employment. I hereby authorize the drug screening policy.

SIGNED: _____

I understand that Conservancy is not obligated to hire me. If hired, I agree to conform to the Conservancy's policies and procedures. I acknowledge that, if hired, my employment will be at-will and therefore can be terminated with or without cause, and with or without notice, at any time, at the option of the Conservancy or myself. Nothing in this application, or in any conversation or statement, is intended to create any contract of employment for a specific period of time, or to make any agreement contrary to the foregoing. I also understand that the Conservancy, at its sole discretion, may alter, amend, or eliminate its existing employment policies, procedures, practices, compensation systems and other privileges and benefits of employment at any time, with or without notice (except where notice is required by law).

SIGNED: _____

I certify that all statements made in this application or during the hiring process are true and correct to the best of my knowledge. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment. I have read and understand the above information.

SIGNED: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____