



Position for which you are applying \_\_\_\_\_

Full-Time  Part-Time/Seasonal

Circle Days Available Sun. M T W Th F Sat.

If hired, when could you start? \_\_\_\_\_

**PART I**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Daytime Phone ( ) \_\_\_\_\_  
 Evening Phone ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_

Are you 18 years or older?  Yes  No  
 Are you a US citizen?  Yes  No  
 Have you worked for us before?  Yes  No  
 If so, when? \_\_\_\_\_  
 Position held? \_\_\_\_\_

**PART II - EDUCATIONAL PREPARATION (High School, College/Trade School)**

Name of School, City, State	Course of Study	Degree	Date of Graduation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**PART III - MILITARY**

Beginning Date: \_\_\_\_\_ to \_\_\_\_\_ Branch: \_\_\_\_\_  
 Do you claim Veteran's Preference?  No  Yes - Must attach DD-214, Report of Separation  
 Do you claim Disabled Veteran's Preference?  No  Yes - Must attach DD-214, Report of Separation, and a letter less than one year old from the Veteran's Administration indicating disability

*Veteran Eligibility: You must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See NDCC 37-19.1.*

**PART IV - WORK EXPERIENCE (List last two jobs held, including your current job)**

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Beginning Date \_\_\_\_\_ to \_\_\_\_\_  
 May we contact your current employer?  Yes  No  
 If no, please explain: \_\_\_\_\_  
 Reason for leaving? \_\_\_\_\_  
 Briefly describe work performed \_\_\_\_\_

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Beginning Date \_\_\_\_\_ to \_\_\_\_\_  
 Reason for leaving? \_\_\_\_\_  
 Briefly describe work performed \_\_\_\_\_

**PART V - EQUIPMENT/MACHINES OPERATED**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART VI - OTHER EXPERIENCE/TRAINING, LICENSES/CERTIFICATES**

List any special qualifications relevant to the position for which you are applying and are not covered elsewhere in your application (such as technical skills and/or computer, childcare training, CPR, First Aid, WSI, Lifeguard certification, etc.) For licenses and certificates, you must include date and place of issuance, date of expiration and be able to present a copy of certification if hired.

**PART VII - REFERENCES (persons who can speak of your job/professional qualifications)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
City, State \_\_\_\_\_ Zip \_\_\_\_\_

**PART VIII - GENERAL INFORMATION**

Driver's License?  Yes  No If so, ID number \_\_\_\_\_  
State issued \_\_\_\_\_ Class \_\_\_\_\_

Has license been suspended or revoked in the last three years?  Yes  No  
If yes, give details: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
If yes, answer the following: State Charged: \_\_\_\_\_ County Charged: \_\_\_\_\_

Charge took place in:  Federal Court  State Court Explain: \_\_\_\_\_

Have you ever been convicted of any offense involving a crime against a child including, but not limited to, the sexual molestation, physical or sexual abuse or rape of a child?  Yes  No

If yes, answer the following: State Charged: \_\_\_\_\_ County Charged: \_\_\_\_\_  
Charge took place in:  Federal Court  State Court Explain: \_\_\_\_\_

Have you ever been convicted of any misdemeanor within the last 10 years?  Yes  No  
If yes, answer the following: State Charged: \_\_\_\_\_ County Charged: \_\_\_\_\_

Charge took place in:  Federal Court  State Court Explain: \_\_\_\_\_  
Are there currently any criminal charges pending against you?  Yes  No

If yes, answer the following: State Charged: \_\_\_\_\_ County Charged: \_\_\_\_\_  
Charge took place in:  Federal Court  State Court Explain: \_\_\_\_\_

In case of an emergency, notify: \_\_\_\_\_

**PART IX - AUTHORIZATION**

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND AND AGREE THAT ANY MISSTATEMENT WILL BE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT BY THE BISMARCK PARK DISTRICT.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, TO INCLUDE A BACKGROUND CHECK AND RELEASE THE BISMARCK PARK DISTRICT OF ANY LIABILITY AND ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I UNDERSTAND BY PROVIDING INFORMATION ON THIS APPLICATION THAT THERE IS NO CONTRACTUAL OR IMPLIED AGREEMENT BETWEEN ME AND THE BISMARCK PARK DISTRICT.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete and return application to:**  
Bismarck Parks and Recreation District  
400 East Front Avenue  
Bismarck, ND 58504

**Website:** www.bisparks.org  
**E-mail:** bisparks@bisparks.org  
**Phone:** (701) 222-6455  
**Fax:** (701) 221-6838

**EQUAL OPPORTUNITY EMPLOYER**

