



Position for which you are applying \_\_\_\_\_  Full-Time  Part-Time/Seasonal

Check Days Available  Sun  M  T  W  Th  F  Sat If hired, when could you start? \_\_\_\_\_

**PART I**

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Daytime Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Have you worked for us before?  Yes  No If so, when, position held? \_\_\_\_\_

Are you 18 years or older?  Yes  No If under age 18, please list date of birth: \_\_\_\_\_

Do you have a legal right to be employed in the U.S.?  Yes  No

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

**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 - 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

\_\_\_\_\_

\_\_\_\_\_

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**PART IV - MILITARY**

Beginning Date: \_\_\_\_\_ to \_\_\_\_\_ Branch: \_\_\_\_\_

Do you claim Veteran's Preference?  No  Yes - Must attach DD-214, Report of SeparationDo 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.*

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**PART V - EQUIPMENT/MACHINES OPERATED**

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**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, please include date and place of issuance, date of expiration and be able to present a copy of certification if requested.

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**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 \_\_\_\_\_

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**PART VIII - EMERGENCY**In case of an emergency, notify (name and phone number):  
\_\_\_\_\_  
\_\_\_\_\_

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**PART IX - AUTHORIZATION**

"BY SIGNING OR TYPING MY NAME BELOW, 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 PARKS AND RECREATION 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 PARKS AND RECREATION 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 PARKS AND RECREATION DISTRICT."

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

**Complete and return application to:**  
Bismarck Parks and Recreation District  
400 East Front Avenue, Bismarck, ND 58504  
**E-mail:** jobs@bisparks.org**Website:** www.bisparks.org  
**E-mail:** bisparks@bisparks.org  
**Phone:** (701) 222-6455  
**Fax:** (701) 221-6838**EQUAL OPPORTUNITY EMPLOYER**

Smoking is prohibited on District property in enclosed areas and other areas as required by North Dakota law.

Bismarck Parks and Recreation District complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Bismarck Parks and Recreation District's ADA Coordinator at 222-6455.