

HANCOCK PARK DISTRICT Employment Application

Return this completed employment application with cover letter and résumé to:

Hancock Park District
1424 East Main Cross Street
Findlay, OH 45840

Fax: 419-423-5811
Email: hpdparks@hancockparks.com

PERSONAL INFORMATION (please print)

Name: _____ Telephone Number: _____
Last First Middle Initial

Permanent Address: _____
Street City State Zip Code

Temporary Address: _____
Street City State Zip Code

Email Address: _____

1. When are you available for a personal interview? _____

2. What position(s) are you applying for? _____

3. When will you be available for employment? _____

4. When will you no longer be available for seasonal employment (if applicable)? _____

5. Are you legally eligible for employment in the United States? _____ yes _____ no

6. Have you been employed by the Hancock Park District before? _____ yes _____ no
If yes, list your dates of employment: _____

7. List skills, education and training, and experience that qualify you for the position(s) you have applied for?

EDUCATION

SCHOOL NAME AND ADDRESS

COURSE OF STUDY

DID YOU GRADUATE?

High School

College/Trade

Other

PRIOR WORK HISTORY (start with your present or most recent employer)

1. Employer: _____ Telephone Number: _____

Address: _____

Name of Supervisor and Title: _____

Your Hourly Rate or Salary: Starting _____ Final _____

Your Position/Title: _____

Date of Employment: From _____ to _____

Reason for Leaving: _____

Duties & Responsibilities: _____

2. Employer: _____ Telephone Number: _____

Address: _____

Name of Supervisor and Title: _____

Your Hourly Rate or Salary: Starting _____ Final _____

Your Position/Title: _____

Date of Employment: From _____ to _____

Reason for Leaving: _____

Duties & Responsibilities: _____

3. Employer: _____ Telephone Number: _____

Address: _____

Name of Supervisor and Title: _____

Your Hourly Rate or Salary: Starting _____ Final _____

Your Position/Title: _____

Date of Employment: From _____ to _____

Reason for Leaving: _____

Duties & Responsibilities: _____

PERSONAL REFERENCES (excluding relatives and former supervisors)

NAME	OCCUPATION	TELEPHONE NUMBER
1. _____		
2. _____		
3. _____		

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that the Hancock Park District may perform a background check and contact personal references and former employers. I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that if my employment application contains false or misleading information, it may be rejected or my employment terminated by the Hancock Park District.

Applicant's Signature: _____

Date: _____