

# 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](mailto: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)

<b>NAME</b>	<b>OCCUPATION</b>	<b>TELEPHONE NUMBER</b>
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: \_\_\_\_\_