



# Medina County Park District

6364 Deerview Lane • Medina, OH 44256

330-722-9364, 330-225-7100 ext. 9364, 330-336-6657 ext. 9364

Website: [www.medinacountyparks.com](http://www.medinacountyparks.com)

## APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE • AN EQUAL OPPORTUNITY EMPLOYER)

### PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_

LAST FIRST M. I.

PRESENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP

PHONE NUMBER \_\_\_\_\_ ARE YOU 18 YEARS OF AGE OR OLDER? \_\_\_\_\_

### SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS A **BOX PRECEDING** A QUESTION HAS BEEN **CHECKED**, THEREBY INDICATING THE INFORMATION IS REQUIRED FOR A BONAFIDE OCCUPATIONAL QUALIFICATION, IS DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

HEIGHT \_\_\_\_\_ FEET \_\_\_\_\_ INCHES  ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THE U.S.? \_\_\_\_\_

WEIGHT \_\_\_\_\_ LBS.  DATE OF BIRTH\* \_\_\_\_\_

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? \_\_\_\_\_ READ \_\_\_\_\_ WRITE \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR (INCLUDING TRAFFIC VIOLATIONS)? \*\* \_\_\_\_\_ DESCRIBE: \_\_\_\_\_

\* THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE.

\*\* YOU WILL NOT BE DENIED EMPLOYMENT SOLELY BECAUSE OF A CONVICTION RECORD UNLESS THE OFFENSE IS RELATED TO THE JOB FOR WHICH YOU HAVE APPLIED.

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

HAVE YOU APPLIED TO THE PARK DISTRICT BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL	DATES ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

U.S. MILITARY SERVICE \_\_\_\_\_ RANK \_\_\_\_\_ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES? \_\_\_\_\_

(CONTINUED ON OTHER SIDE)

**FORMER EMPLOYERS** (BEGINNING WITH YOUR MOST RECENT OR CURRENT EMPLOYER, PLEASE LIST YOUR LAST FOUR EMPLOY-

ERS.) DATE MONTH AND YEAR	NAME, ADDRESS, AND PHONE NO. OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
To				
FROM				
To				
FROM				
To				
FROM				
To				

**PERSONAL REFERENCES** (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	PHONE NO.	YEARS KNOWN
1.			
2.			
3.			

**PHYSICAL RECORD:**

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? \_\_\_\_\_

IF YES, PLEASE DESCRIBE. \_\_\_\_\_

WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE NOTIFY:**

NAME

ADDRESS

PHONE NUMBER

**"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.**

**I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, ANY PERTINENT INFORMATION THE EMPLOYERS MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAID INFORMATION TO YOU.**

**I UNDERSTAND AND AGREE THAT, IF HIRED, UNLESS HIRED AS A CONTRACTURAL EMPLOYEE, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND/OR SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Do Not Write Below This Line**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

NOTES \_\_\_\_\_

HIRED? \_\_\_\_\_ POSITION \_\_\_\_\_ DEPT. \_\_\_\_\_

SALARY/WAGE \_\_\_\_\_ DATE REPORTING TO WORK \_\_\_\_\_

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

EMPLOYMENT MANAGER

DEPARTMENT HEAD

DIRECTOR



## Medina County Park District

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### **AUTHORIZATION FOR THE RELEASE OF PERSONAL INFORMATION**

You are being considered for a position with the Medina County Park District. It is the responsibility of the park district to ensure that candidates are suited for the position by virtue of their training and background.

As a part of the investigation, information gathered will include, but not be limited to, the following:

- Driving records
- Criminal background
- Workman's Compensation records
- Medical records
- High school and/or other educational records
- Work history

*AS A CANDIDATE FOR A POSITION WITH THE MEDINA COUNTY PARK DISTRICT, I HEREBY AUTHORIZE THE RELEASE OF ANY PERSONAL INFORMATION, SPECIFICALLY INCLUDING THE ABOVE CATEGORIES, REQUIRED BY THE PARK DISTRICT AS A PART OF ITS BACKGROUND CHECK OF MY QUALIFICATIONS FOR THE POSITION. I HEREBY RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU.*

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**REVERSE SIDE IS FOR PARK DISTRICT USE ONLY**