

NATIONAL TRAIL PARKS & RECREATION DISTRICT

EMPLOYMENT APPLICATION

(Please Print)

FOR OFFICE USE ONLY

I.D. #: _____

Date: _____

Received by: _____

SECTION I - PERSONAL INFORMATION

- Position applying for: _____
- Name: _____
 Last First Middle
 Telephone Home # _____
- Address: _____
 Number & Street City State Zip
 Cell # _____
 Work # _____
- Are you 18 or older? Yes No
- If hired, can you give written evidence of your right to work in this country? Yes No
- Have you ever been convicted of a felony? (NOTE: A conviction will not necessarily disqualify you from employment.) Yes No
- What is your reason for interest in this job? _____
- List any reason why you would be unable to perform the essential functions, or fundamental job duties, of this position:

- Do you now or have you ever worked for the NTPRD? Yes No
 If yes, when and for what division? From: _____ To: _____ Division: _____
- Do you have a valid Driver's License or Commercial Driver's License? Yes No
 What State? _____ License Class? _____ Please List Endorsements: _____

SECTION II - EDUCATION AND TRAINING

Place "X" in column for highest grade completed	Name and Location of High School
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1	2	3	4	5	6	7	8	9	10	11	12

Other Schools	Dates From To	Name of School	City/State	Major	Minor	Name of Degree Rec'd
College or Univ.						
Graduate School						
Vocational or Business School						

If you have received TRAINING in an area that you feel is relevant to the position for which you are applying, please submit the following information (do not include training gained as part of your education as described above):

Type of Training	Organization	Length of Training	Subject Covered

SECTION III - WORK EXPERIENCE

FULLY DESCRIBE your work experience beginning with your most recent job. Include relevant military and volunteer experience.

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

Length of Employment	Title of Position Held	Name & Address of Employer
From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time <input type="checkbox"/>	Duties performed:	_____
Part-time <input type="checkbox"/>	_____	_____
Reason for leaving: _____	_____	_____

From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time <input type="checkbox"/>	Duties performed:	_____
Part-time <input type="checkbox"/>	_____	_____
Reason for leaving: _____	_____	_____

From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time <input type="checkbox"/>	Duties performed:	_____
Part-time <input type="checkbox"/>	_____	_____
Reason for leaving: _____	_____	_____

From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time <input type="checkbox"/>	Duties performed:	_____
Part-time <input type="checkbox"/>	_____	_____
Reason for leaving: _____	_____	_____

**Please list additional work experience on a separate sheet.

RESUME ATTACHED - You must still complete Section III above.

SECTION IV - PROFESSIONAL REFERENCES (Please do not include relatives)

NAME & OCCUPATION, ADDRESS, CITY, STATE, ZIP, PHONE NUMBER

1. _____
2. _____
3. _____

SECTION V - RELEASE

BEFORE SIGNING, PLEASE CHECK THROUGH ENTIRE APPLICATION FOR ERRORS OR OMISSIONS

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right to examination, certification, appointment or retention of position and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Furthermore, I hereby authorize the City of Springfield to contact prior employers, educational institutions, and references listed above to obtain any and all information related to my past work performance, experience or education.

Signature of Applicant: _____ Date: _____

NATIONAL TRAIL PARKS & RECREATION DISTRICT IS AN EQUAL
OPPORTUNITY EMPLOYER
EEO/MINORITY/FEMALE/DISABLED