



HAYWARD AREA RECREATION AND PARK DISTRICT

1099 'E' Street, Hayward, CA 94541

Phone: (510) 881-6700

www.haywardrec.org

Application for Employment

(Please Print or Type)

Last Name		First Name			Middle Initial
Address	Number	Street	City	State	Zip Code
Home Phone () ()	Cellular Phone () ()	Business Phone () ()	Email Address		
Do you have a Social Security Number? <input type="checkbox"/> Yes (<i>must be provided upon employment</i>)		<input type="checkbox"/> No		Position(s) Applied For	Date of Application
Name, Address and Telephone Number of Person to be Contacted in Case of Emergency					

Are you available to work: Full Time Part Time Temporary

On what date would you be available to begin work? _____

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Were you ever discharged or forced to resign? Yes No

If yes, explain: _____

Do you have a valid California's Driver's License? Yes Circle One: Class A B C No

This information must be provided if a driver's license is a minimum requirement for the position for which you are applying.

If no, do you have a valid Identification Card? Yes No

Non-drivers should provide information from state-issued identification card, if available.

Are you prevented from lawfully becoming employed in this country because of immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

Are you currently a member of the California Public Employees' Retirement System (PERS)? Yes No

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Education and Training

	High School					Undergraduate College/University				Graduate/Professional			
School Name and Location													
Years Completed	8	9	10	11	12	1	2	3	4	1	2	3	4
Indicate Diploma/GED or Degree													
Describe Course of Study													
Describe any specialized training, apprenticeship skills and extra-curricular activities													
Describe any honors you have received													
State any additional information you feel may be helpful to us in considering your application													

Indicate any foreign languages you can speak, read and/or write			
LANGUAGE	FLUENT	GOOD	FAIR

References

Give name, address and telephone number of three references who are willing to provide professional and/or character references.

- _____
- _____
- _____

Are you able to perform the essential functions of the job for which you are applying?

Yes No

If no, describe those duties you are unable to perform _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments.

1. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
May we contact your supervisor?	Yes	No	
Reason For Leaving			

2. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
May we contact your supervisor?	Yes	No	
Reason For Leaving			

3. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
May we contact your supervisor?	Yes	No	
Reason For Leaving			

4. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
May we contact your supervisor?	Yes	No	
Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal gender, race, color, religion, national origin, age, disability or any other legally protected status.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.
