



**BISMARCK PARKS AND
RECREATION DISTRICT**
Est. 1927

Application for Employment

• *Must complete in full*

Position for which you are applying _____ ☐ Full-Time ☐ Part-Time/Seasonal

Check Days Available ☐ Sun ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat If hired, when could you start? _____

PART I

Name _____ E-mail _____

Address _____ City, State, Zip _____

Daytime Phone () _____ Evening Phone () _____

Have you worked for us before? ☐ Yes ☐ No If so, when, position held? _____

Are you 18 years or older? ☐ Yes ☐ No If under age 18, please list date of birth: _____

Do you have a legal right to be employed in the U.S.? ☐ Yes ☐ No

Driver's License? ☐ Yes ☐ No

PART II - EDUCATIONAL PREPARATION (High School, College/Trade School)

Name of School, City, State	Course of Study	Degree	Date of Graduation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PART III - WORK EXPERIENCE (List last two jobs held, including your current job)

Company _____ Phone () _____

Supervisor _____ Beginning Date _____ to _____

May we contact your current employer? ☐ Yes ☐ No If no, please explain: _____

Reason for leaving? _____

Briefly describe work performed

Company _____ Phone () _____

Supervisor _____ Beginning Date _____ to _____

Reason for leaving? _____

Briefly describe work performed

(continued on back)

PART IV - MILITARY

Beginning Date: _____ to _____ Branch: _____

Do you claim Veteran's Preference? ☐ No ☐ Yes - Must attach DD-214, Report of Separation

Do you claim Disabled Veteran's Preference? ☐ No ☐ Yes - Must attach DD-214, Report of Separation, and a letter
less than one year old from the Veteran's Administration indicating disability

Veteran Eligibility: You must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See NDCC 37-19.1.

PART V - EQUIPMENT/MACHINES OPERATED

PART VI - OTHER EXPERIENCE/TRAINING, LICENSES/CERTIFICATES

List any special qualifications relevant to the position for which you are applying and are not covered elsewhere in your application (such as technical skills and/or computer, childcare training, CPR, First Aid, WSI, Lifeguard certification, etc.) For licenses and certificates, please include date and place of issuance, date of expiration and be able to present a copy of certification if requested.

PART VII - REFERENCES (persons who can speak of your job/professional qualifications)

Name _____ Relationship _____

Address _____ Phone () _____

City, State _____ Zip _____

Name _____ Relationship _____

Address _____ Phone () _____

City, State _____ Zip _____

PART VIII - EMERGENCY

In case of an emergency, notify (name and phone number):

PART IX - AUTHORIZATION

"BY SIGNING OR TYPING MY NAME BELOW, I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND AND AGREE THAT ANY MISSTATEMENT WILL BE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT BY THE BISMARCK PARKS AND RECREATION DISTRICT.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, TO INCLUDE A BACKGROUND CHECK AND RELEASE THE BISMARCK PARKS AND RECREATION DISTRICT OF ANY LIABILITY AND ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I UNDERSTAND BY PROVIDING INFORMATION ON THIS APPLICATION THAT THERE IS NO CONTRACTUAL OR IMPLIED AGREEMENT BETWEEN ME AND THE BISMARCK PARKS AND RECREATION DISTRICT."

Applicant Signature _____ Date _____

Complete and return application to:
Bismarck Parks and Recreation District
400 East Front Ave., Bismarck, ND 58504
E-mail: jobs@bisparks.org

Website: www.bisparks.org
E-mail: bisparks@bisparks.org
Phone: (701) 222-6455
Fax: (701) 221-6838

EQUAL OPPORTUNITY EMPLOYER

Bismarck Parks and Recreation District complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Bismarck Parks and Recreation District's ADA Coordinator at 222-6455.

*Smoking is prohibited on District property in enclosed areas and other areas as required by North Dakota law.