

KEY PEN PARKS

5514 Key Peninsula Hwy NW
 Lakebay, WA 98349
 253-884-9240 • employment@keypenparks.com



APPLICATION FOR EMPLOYMENT

Thank you for your interest in the Key Peninsula Metropolitan Parks District (d.b.a. Key Pen Parks) as an employer. Only final candidates for posted openings will be contacted personally by the Parks office. All other applications will remain on file for six months for future consideration. Key Pen Parks is an equal opportunity employer. Key Pen Parks will provide reasonable accommodations for qualified applicants with disabilities.

Position applied for: _____

General Information							
Last name:			First name:			Middle initial:	
Street address:			City:		State:	Zip:	
Email		Phone () -					
Are you now or have you ever been employed by the Key Pen Parks? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, which position: _____ Dates of employment: _____ - _____							
Do you have relatives working for the Key Pen Parks? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide name: _____							
Are you under 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes			Are you authorized to work in the U.S.? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Education and Training							
Did you graduate from high school? <input type="checkbox"/> No <input type="checkbox"/> Yes If "no" do you have a GED certificate? <input type="checkbox"/> No <input type="checkbox"/> Yes			Name and address of high school attended: _____ _____				
Name of college, university or vocational school	Major	Dates attended		Full years completed	Degrees conferred		Credit hours
		From	To		Title	Date	
Indicate any other trades, skills or licenses you possess related to the position for which you are applying. Include licensing state and expiration date. _____ _____ _____							
Special abilities	Type of experience			Amount / level of expertise			
:							
Licenses							
Valid Washington State I.D.: <input type="checkbox"/> No <input type="checkbox"/> Yes			Commercial driver's license: <input type="checkbox"/> No <input type="checkbox"/> Yes				
Valid WA State driver's license: <input type="checkbox"/> No <input type="checkbox"/> Yes			Other (describe type): _____				

Employment History

Start with present or last job and work back for at least 10 YEARS of employment history. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. **RESUMES ARE NOT ACCEPTED IN LIEU OF COMPLETING THIS APPLICATION.** USE ADDITIONAL SHEETS AS NEEDED.

Employed by (agency or firm):		Your job title:
City & state:		Your duties:
Employed from (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's name:	Phone number: () -	
Supervisor's title:		
# of hours you worked per week:		
# of employees you supervised:		
Reason for leaving:		May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Employed by (agency or firm):		Your job title:
City & state:		Your duties:
Employed from (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's name:	Phone number: () -	
Supervisor's title:		
# of hours you worked per week:		
# of employees you supervised:		
Reason for leaving:		May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Employed by (agency or firm):		Your job title:
City & state:		Your duties:
Employed from (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's name:	Phone number: () -	
Supervisor's title:		
# of hours you worked per week:		
# of employees you supervised:		
Reason for leaving:		May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes
Employed by (agency or firm):		Your job title:
City & state:		Your duties:
Employed from (Mo. / Yr.)	To (Mo. / Yr.)	
Supervisor's name:	Phone number: () -	
Supervisor's title:		
# of hours you worked per week:		
# of employees you supervised:		
Reason for leaving:		May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes

Professional References

<i>(Exclude immediate supervisors)</i>	Place of employment / title	Phone & Email
Name:		
Name:		
Name:		

Conditions of Applications

- I hereby affirm that my responses to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.
- I understand that misrepresentation or omission of the material facts called for in this application or other records will be cause for immediate dismissal.
- In compliance with the Immigration Reform and Control Act, all employment offers will be contingent upon selected applicants providing acceptable proof of identity and authorization to work in the United States.
- I give permission for an authorized representative of Key Pen Parks to verify any and all information contained in this application and to inquire into my character, ability, and work habits from former employers, and other individuals. Those individuals who supply references may respond freely to all questions concerning my job-related knowledge, skills, abilities, education and experience, and any other matters which may be relevant to my performance in the position I am seeking.
- I release and authorize the release to Key Pen Parks any and all records of my prior employment retained by my former employers and I release Key Pen Parks and all concerned from any liability in connection with any information received or provided.
- I understand and agree to waive any claim or cause of action to use gained through these inquiries or release of prior employment records and promise to defend and hold harmless Key Pen Parks, its officers, and its employees from any claim or loss arising from such release.
- Key Pen Parks retains the right to determine the fitness and suitability of applicants for employment.
- I, THE UNDERSIGNED, HAVE CAREFULLY READ AND AGREE TO THE ABOVE CONDITIONS.

Applicant signature: _____ **Date:** _____

Applications submitted electronically must be signed at interview if selected

RECRUITMENT INFORMATION *(Optional)*

How did you hear about the position for which you are applying?

- Website
- Friend or relative
- District job bulletin
- District employee
- Newspaper ad Name of newspaper _____
- Other Please specify _____