

**BOARDMAN TOWNSHIP PARK DISTRICT**  
**375 BOARDMAN-POLAND ROAD**  
**BOARDMAN, OHIO 44512-4943**  
**TELEPHONE: {330} 726-8107**  
**FAX: {330} 726-4562**



**EMPLOYMENT APPLICATION**

PLEASE PRINT

POSITION APPLIED FOR: \_\_\_\_\_

HOW DID YOU LEARN ABOUT THIS JOB OPENING?

\_\_\_ Classified Ad    \_\_\_ Walk-In    \_\_\_ Employment Agency    \_\_\_ Relative/Friend

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- Are you at least 18 years of age?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- Are you a citizen of the United States or authorized to work in this Country?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- Have you ever applied for employment with Boardman Township Park?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- If yes, When? \_\_\_\_\_
- Are you currently employed?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- May we contact your present and/or previous employer?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
      \_\_\_\_\_ Yes    \_\_\_\_\_ No
- On what date would you be available for work?    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Are you available to work:    \_\_\_\_\_ Full Time    \_\_\_\_\_ Part Time    \_\_\_\_\_ Shift Work
- Are you currently on "lay-off" status and subject to recall?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

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- Have you ever been convicted of a crime, including sex-related or child-abuse related offenses, other than traffic offenses? \_\_\_\_\_
- If Yes, please provide dates and details: \_\_\_\_\_

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Answering Yes to the above question does not constitute an automatic bar from employment. Factors such as date of the offense, seriousness and nature of the offense, rehabilitation and position applied for will be taken into consideration.

Military Service: \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Branch of Service: \_\_\_\_\_

Date of Service: \_\_\_\_\_

**EDUCATION**

	<u>Name of School</u>	<u>Course of Study</u>	<u>Years Attended</u>	<u>Diploma Degree</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

**ADDITIONAL INFORMATION**

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

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**EMPLOYMENT HISTORY** {Please list most recent/current Employment First}

1. Employer \_\_\_\_\_  
Dates Employed: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
Telephone Numbers \_\_\_\_\_  
Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
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2. Employer \_\_\_\_\_  
Dates Employed: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
Telephone Numbers \_\_\_\_\_  
Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
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3. Employer \_\_\_\_\_  
Dates Employed: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
Telephone Numbers \_\_\_\_\_  
Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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**REFERENCES** {Please Do Not List Family Members or Former Employers}

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Address

**AGREEMENT**

I hereby affirm that the information provided on this application and the accompanying resume, if any, is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further considerations for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Board of Park Commissioners of Boardman Township Park District or myself. Furthermore, I understand that no management official other than the Board of Park Commissioners has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer {if applicable}, and any previous employers and organization named in this application and any accompanying resume, if any, to provide any relevant information that may be required to arrive at an employment decision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Boardman Township Park District considers applicants for all positions without regard to race, color, religion, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

BOARDMAN TOWNSHIP PARK DISTRICT  
IS AN  
EQUAL OPPORTUNITY EMPLOYER

**BOARDMAN TOWNSHIP PARK DISTRICT  
USE OF CONSUMER REPORTS**

As part of the Boardman Township Park District's procedures for processing employment applications and for other employment purposes, including promotion, transfer, or retention during the term of my employment, I understand that a consumer report, which contains information about me, may be obtained by the Park District now or in the future. A consumer report may contain information including but not limited to information bearing on my credit worthiness, driving record, criminal record, character, general reputation, or personal characteristics. I understand that the Park District may not obtain this information from a consumer reporting agency without my written consent.

The Boardman Township Park District endorses and enforces its policies and practices to prevent child abuse. Our first priority in all youth programs is care and safety. We make an active and, we believe, effective effort to prevent child abuse whether verbal, physical, emotional or sexual. Allegations or suspicions of child abuse are taken very seriously by the Park District and will be reported. The Park District will fully cooperate in any investigation or prosecution of suspected child abusers.

Since all employees of the Boardman Township Park District have access to children, all candidates will be subject to a thorough background investigation, which may include, but are not limited to checking the following:

- \* Past employer references
- \* Personal characteristics/activities
- \* Civic involvement
- \* Volunteer organization history
- \* Criminal background history
- \* Periodic interviews with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary
- \* Drug testing
- \* Military records
- \* Psychological testing
- \* Personal references

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

***AUTHORIZATION OF BACKGROUND CHECK***

I hereby authorize the Boardman Township Park District to perform a thorough background check which includes, but is not limited to, obtaining any record of convictions from law enforcement agencies and requesting consumer reports from a consumer reporting agency. I understand that a consumer report may contain information bearing on my credit worthiness, driving record, criminal record, character, and reputation. I authorize this investigation to be conducted for employment purposes, including hiring, promotion, transfer, or retention now or in the future. I understand that a consumer reporting agency may not provide information about me without this written consent.

I hereby authorize and request that any employer, school, police department, financial institution, or other person having information or knowledge about me, furnish the bearer of this authorization with all information they have regarding me.

I hereby release any and all individuals including the Boardman Township Park District, its successors, designees, and its past and present officers, directors, employees and agents, individually and their respective capacities, from any and all claims, rights, actions and causes of action arising directly or indirectly out of this background check or the use of consumer reports. I have read the foregoing authorization for background information and release, and fully understand all the terms and their significance and have voluntarily signed this authorization and release.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

