



Bellbrook Sugarcreek Park District Application for Employment

2751 Washington Mill Road, Bellbrook, Ohio 45305
937-848-3535 • www.bellbrooksugarcreekparks.org

Bellbrook Sugarcreek Park District (BSPD) is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered.

PERSONAL INFORMATION:

Position Applying For:	Name (Last, First, Middle):	Phone:
Street Address:		City, State & Zip:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Have you ever been employed by BSPD?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:
Are you related to any current BSPD employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:

EDUCATION:

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Trade School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position and note your level of proficiency (basic, intermediate, expert).

WORK EXPERIENCE: Please detail your most recent work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Please explain any gaps in employment. Include full-time military or volunteer commitment. You may utilize your resume to show additional experience. BSPD reserves the right to contact all current and former employers for reference information.

Organization Name & Address:	Title:
	Dates Employed:
Supervisor's Name, Title and Phone #:	Primary Duties:
Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	Starting Salary:
	Reason for Leaving:

Organization Name & Address:	Title:
	Dates Employed:
Supervisor's Name, Title and Phone #:	Primary Duties:
Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	Salary:
	Reason for Leaving:

REFERENCES: Please provide two additional professional references.

Name:		Title/Organization:	
Phone Number:	Professional Relationship:	Years Known:	

Name:		Title/Organization:	
Phone Number:	Professional Relationship:	Years Known:	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize BSPD to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a criminal and background investigation and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of BSPD serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that all BSPD employees are required to pay into the Ohio Public Employees Retirement System. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

Applicant Signature: _____

Date: _____