Carbondale Park District

Employment Application

Applicant Information

Full Name: _____ Date: _____

    Last   *First*   *M.I.*

Address: _____

    Street Address   *Apartment/Unit #*

    City   *State*   *ZIP Code*

Phone: ( ) _____ E-mail Address: _____

Date Available: _____

Position Applied for: _____

	YES	NO		YES	NO
Are you a citizen of the United States?	☐	☐	If no, are you authorized to work in the U.S.?	☐	☐

Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the US.

	YES	NO	
Have you ever worked for this company?	☐	☐	If yes, when?

If yes, explain: _____

Education

High School: _____ Address: _____

From:	To:	Did you graduate?	YES ☐	NO ☐	Degree:

College: _____ Address: _____

From:	To:	Did you graduate?	YES ☐	NO ☐	Degree:

Other: _____ Address: _____

From:	To:	Did you graduate?	YES ☐	NO ☐	Degree:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: ( ) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ( ) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ( ) _____

Address: _____

Previous Employment

Company: _____ Phone: **(** _____ **)** _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?　YES ☐　NO ☐

Company: _____ Phone: **(** _____ **)** _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?　YES ☐　NO ☐

Company: _____ Phone: **(** _____ **)** _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?　YES ☐　NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____