



Chehalem Park and Recreation District

125 S. Elliott Rd, Newberg, OR 97132

PH: (503) 537-2909; FX: (503) 538-9669; Website: cprdnewberg.org

Email: registration@cprdnewberg.org

Employment Application

Application may be void if not filled out completely.

Chehalem Park and Recreation District is an equal opportunity employer. We encourage applications from all qualified individuals and do not discriminate. If you need accommodation during the application process, please contact our office.

Last Name First Name M.I. Today's Date

Position Applied For How did you learn about this position?

Current Residential Street Address City State Zip Code

Email (_____) _____ - _____
Phone Number

Have you ever been employed here? ____ Yes ____ No

- If yes, when did your previous employment with CPRD end? _____

Are you eligible to work in the United States? ____ Yes ____ No

REFERENCES

*Please list three persons of reference whom we may contact, preferably professionally relevant.
Do not include family members.*

Name	Phone Number	Relationship	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSIONAL, CIVIL, OR SERVICE SOCIETIES AND MEMBERSHIPS

Name of Organization

Offices Held; Committees

EMPLOYMENT HISTORY

Attach separate sheets if needed. Attach resume and cover letter (preferred but optional).

List your employment experience, beginning with your present or most recent position. Describe each position separately, emphasizing your professional, supervisory, and committee duties. Give special attention to experience relating to the position in for which you are applying.

Employer		Supervisor	
Address		Phone	
Dates Employed From: To:	Position Held		Reason for Leaving
Duties:			Average Hours Worked Per Week

Employer		Supervisor	
Address		Phone	
Dates Employed From: To:	Position Held		Reason for Leaving
Duties:			Average Hours Worked Per Week

EMPLOYMENT HISTORY CONTINUED

Employer		Supervisor	
Address		Phone	
Dates Employed From: To:	Position Held		Reason for Leaving
Duties:			Average Hours Worked Per Week

Employer		Supervisor	
Address		Phone	
Dates Employed From: To:	Position Held		Reason for Leaving
Duties:			Average Hours Worked Per Week

EDUCATION & CERTIFICATIONS

Includes professional training.

MILITARY SERVICE: ____ Yes ____ No

Dates and Branch: _____

VETERAN'S PREFERENCE

In order to qualify for veteran's preference, you must submit acceptable documentation, such as a copy of your DD-214 or certificate of release/discharge from active duty.

Are you claiming Veteran's Preference? ____ Yes ____ No

RELEVANT EXPERIENCE (OPTIONAL)

Please list any experience that may be relevant to the position you are applying for.

AGREEMENT

I certify that, to the best of my knowledge, the information contained in this application and attached sheets are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Chehalem Park and Recreation District is authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release those contacted by the district from any liability or damage that may result from furnishing the information requested. The District may make copies of this authorization available to those contacted.

In the event of employment, I understand that false or misleading information given in my application, attached sheets, or interview(s) may result in discharge. I also understand that I am required to abide by all policies and procedures of this agency.

May we contact your present employer without first contacting you? ____ Yes ____ No

Signature of applicant

Date