



## Application for Employment

**About the District:** The Isla Vista Recreation and Park District was formed in 1972 under the State Park and Recreation Code. The District serves an area of approximately 1/2 square mile and has grown from one park to 19 parks with more sites under consideration. The District offers a variety of recreational facilities that include basketball courts, an amphitheater, soccer field, picnic shelters, barbecues, children's play equipment, natural reserve and much more. The primary funds by which the District operates originate from benefit assessment revenues while additional revenues come in by way of rental fees, property taxes and grants. The District employees 10 full-time employees and an average of 20-30 part-time employees at any given time.

**Mission Statement:** The mission of the District is to enhance, improve and protect the quality of life in the community. The District will contribute to the health, enjoyment, and thriving satisfaction of the people and to the safety, cleanliness and beauty of the environment, its flora and its fauna. The District shall preserve natural open space, maintain parkland and provide recreational, cultural and educational opportunities to the community.

**Employment Requirements:** In order to be considered for employment at the Isla Vista Recreation and Park District, the following steps are necessary:

1. Fill out an employment application, completely and accurately.
2. Pass the initial screening of applicants.
3. After the screening process, the applicant will be interviewed by District staff or an outside panel of professionals. A follow-up interview may take place depending on the applicant's position and score in the first interview.
4. For candidates applying for full-time positions, business and personal references will be checked prior to the final interview. It is the option of the hiring personnel to check the references of those candidates applying for part-time positions.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, sexual orientation, age, national origin, physical or mental disability or veteran status.

PERSONAL			
Last Name	First Name	Middle Initial	Date
Street Address			Home Telephone ( )
City	State	Zip Code	Business Telephone ( )
Have you ever applied for employment with us? Yes ___ No ___ If yes: Month and Year		E-mail address	Cell Telephone ( )
Position Desired			Are you of the legal age to work? Yes ___ No ___
Are you at least 18 years of age? Yes ___ No ___			When will you be available to begin work? MO DAY YR
Other special training or skills (languages, machine operation, etc.) _____ _____			Are you legally eligible for employment in the United States? Yes ___ No ___

EDUCATION					
School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree Yr.Rec'd
Graduate					
College					
Business/ Trade/ Technical					
High School					
Elementary					

Membership in professional or civic organizations and/or volunteer experience (Exclude those which may disclose your race, creed, color, sex, sexual orientation, age, national origin, physical or mental disability or veteran status, religion or national origin)
_____
_____
_____

## EMPLOYMENT HISTORY

Please give accurate, complete full-time, part-time or volunteer employment information. Start with your present or most recent employer. Do not omit any jobs you have held. Please explain any periods of time in which you were not employed. A resume may be attached but not substituted for completing the information required below.

Company Name	Telephone ( )
Address	Employed- Month and Year From To
Name of supervisor Job title	
Describe your work	Reason for leaving

Company Name	Telephone ( )
Address	Employed- Month and Year From To
Name of supervisor Job title	
Describe your work	Reason for leaving

Company Name	Telephone ( )
Address	Employed- Month and Year From To
Name of supervisor Job title	
Describe your work	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	<b><u>DO NOT CONTACT</u></b>
Employer: _____	Reason: _____
Employer: _____	Reason: _____

**PERSONAL REFERENCES**

Name Phone

Name Phone

Name Phone

**PHYSICAL RECORD**

Are you able to perform the essential functions of the position applied with or without reasonable accommodations?

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_  
NAME ADDRESS PHONE NO.

After it has been determined that I meet the minimum employment qualifications, I understand that I will be asked to disclose if I have any criminal conviction(s).

**ATTENTION - THIS STATEMENT MUST BE SIGNED**

*Read the following paragraphs carefully before signing this Statement.*

A false answer to any question in this statement may be grounds for not employing you, or for dismissing you after you begin work. All the information you give will be considered in reviewing your statement.

**AUTHORITY FOR RELEASE OF INFORMATION**

I have completed this statement with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by District resolution and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies, to duly accredited investigators or District personnel for that purpose.

**CERTIFICATION**

I hereby certify that the information contained in this Application form is true and correct and agree to have the statements checked by the Isla Vista Recreation and Park District unless I have indicated to the contrary. I authorize the references listed to provide the District with any and other pertinent information that they may have. Further, I release all parties and persons from all liability for any damages that may result from furnishing such information to the District as well as from the use or disclosure of such information by the District or any of its agents, employees or representatives. I understand that any misrepresentation, falsification, or omission of information from this Application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

I understand that if I am offered employment by the District, my employment will be at-will, meaning that either the District or myself may terminate the employment relationship at any time, with or without cause and with or without advance notice. I understand that no employee or representative of the District other than the General Manager or Assistant General Manager has any authority to enter into any agreement inconsistent with the at-will nature of the employment relationship. I understand that any such agreement must be in a document signed by both parties. I also understand that all offers of employment are conditioned on the receipt of satisfactory responses to reference requests and the provision of satisfactory proof of the applicant's legal ability to work in the United States.

\_\_\_\_\_  
Signature (sign in ink)

\_\_\_\_\_  
Date