



PLEASANT VALLEY

RECREATION AND PARK DISTRICT

Application for Employment

LIST EXACT TITLE FOR POSITION YOU ARE APPLYING FOR

About the District: The Pleasant Valley Recreation and Park District was formed in 1962 under the State Public Resources Code. The District serves an area of approximately 55 square miles and has grown from 1 park to 28 parks with more sites under consideration. Within the District, a variety of recreational facilities exist including: an indoor Aquatic Center, lighted ball fields, tennis courts, a skate park, basketball courts, a running track, preschool, playground equipment, picnic shelters, barbecues, meeting facilities, a Senior Center and much more. The primary funds by which the District operates originate from property taxes, while additional revenues come in by way of rental fees, donations, and program charges. The District employs nearly 40 full-time employees and an average of 70 active part-time employees at any given time.

Mission Statement: The Pleasant Valley Recreation & Park District will provide and maintain a full range of quality facilities and programs focused on leisure, recreational and athletic activities for residents of the District. Facilities will support both organized activities and casual use, and will address the interests and needs of all age groups.

The District hires and promotes employees on the basis of their qualifications, without regard to race, religion, sex, age, national origin or physical or mental disability unrelated to the job in question.

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

1. Fill out an employment application, completely and accurately.
2. Pass the initial screen process.
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 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 supervisor to check the references of those candidates applying for part-time positions.
5. Once all involved are in agreement on hiring, the prospective employees will undergo drug testing and a physical, depending on the position. This will be done at a medical center.
6. After all tests have been passed, the applicant will be offered the job.
7. In accordance with Pleasant Valley Recreation and Park District policy, applicants will be fingerprinted.

1605 E. Burnley Street ~ Camarillo, California ~ 93010

Phone: (805) 482-1996 Fax: (805) 482-3468 website: www.pvrpd.org

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Application for Employment

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

PERSONAL INFORMATION

Applicant Name [] Date []
Street Address [] Home []
City/State/Zip [] Cell []
SSN []

Have you ever applied for employment with us?

Yes No If yes: Month and Year []

E-mail []

Position Desired []

Are you of legal age to work? Yes No

Are you legally eligible for employment in the United States? Yes No

When will you be eligible to begin work? []

Other special training or skills: []

EDUCATION

	Name & Location of School	Course of Study	Years Completed	Did you Graduate?	Yr. Degree Received
Graduate School	[]	[]	[]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[]
College	[]	[]	[]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[]
Business/Trade/Tech	[]	[]	[]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[]
High School	[]	[]	[]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[]
Elementary	[]	[]	[]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[]

Membership in professional or civic organizations and/or volunteer experience
(Exclude those which may disclose your race, color, 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. Use a separate sheet if needed.

Current Employer

Company Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>	Employed - (State month & year)	From <input type="text"/> To <input type="text"/>
Supervisor	<input type="text"/>	Salary <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly	Start <input type="text"/> Last <input type="text"/>
Job Title and Description of Work	<input type="text"/>		Reason for Leaving <input type="text"/>

Previous Employer

Company Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>	Employed - (State month & year)	From <input type="text"/> To <input type="text"/>
Supervisor	<input type="text"/>	Salary <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly	Start <input type="text"/> Last <input type="text"/>
Job Title and Description of Work	<input type="text"/>		Reason for Leaving <input type="text"/>

Previous Employer

Company Name	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>	Employed - (State month & year)	From <input type="text"/> To <input type="text"/>
Supervisor	<input type="text"/>	Salary <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly	Start <input type="text"/> Last <input type="text"/>
Job Title and Description of Work	<input type="text"/>		Reason for Leaving <input type="text"/>

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer	<input type="text"/>	Reason	<input type="text"/>
Employer	<input type="text"/>	Reason	<input type="text"/>

PHYSICAL RECORD

In case of emergency notify:

Name Address Phone

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, education institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators or District personnel for that purpose.

Certification

I certify that all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature

Date

FOR PERSONNEL USE ONLY