



Jurupa Area Recreation and Park District
 4810 Pedley Road, Jurupa Valley, CA 92509
 Telephone 951-361-2090 FAX 951-361-2095
www.jarpd.org

Instructions: Before completing this form, please read the minimum qualifications for the job in which you are applying. Please fill out both sides of this form completely, either by typing or printing in ink. Include ten years of job history beginning with your current or most recent position. Failure to complete this form thoroughly (including using "see resume") could result in rejection during the selection process. Resumes are welcome, but are not acceptable as a replacement to this application, only as a supplement. Unsigned applications may be rejected. You may attach additional sheets if necessary. This application and any attachments become the property of the Jurupa Area Recreation and Park District. One application per position is required.

Position Applied for: _____ (As it appears on the Job Description)

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: () Alternate Phone: ()

E-mail Address: _____

Social Security Number or Government ID: _____

1. Do you have a Valid Drivers License ___ Yes ___ No Drivers License # _____
2. Are you at least 18 years of age? ___ Yes ___ No
3. Are you legally eligible to work in the United States and can you provide evidence upon hire of your eligibility? _____
4. Have if ever worked or attended school under another name? _____ If yes, what? _____
5. Prior Military Service? ___ Yes ___ No
6. Language(s) other than English in which you are proficient? _____

AVAILABILITY SCHEDULE: Please indicate the following: I am available and willing to work:

- | | | |
|-----------------|----------------------|-------------------|
| _____ Full Time | _____ Swing Shift | _____ Weekends |
| _____ Part Time | _____ Graveyard | _____ Summer Only |
| _____ Temporary | _____ Rotating Shift | _____ School Year |

Education: Circle the highest grade/year completed 7 8 9 10 11 12 13 14 15 16 17+

Did you receive a high school diploma? ___ Yes ___ No GED? ___ Yes ___ No
 Name of High School: _____ City: _____

List your college, Business, correspondence or other courses below using highest level first:

Name of School	City and State	Major Field of Study	Units QTR- SEM	List Degree or Certificate Received

SPECIAL SKILLS:

Typing: _____ w.p.m. Shorthand _____ w.p.m.

What Office Machines do you operate? _____

What Mechanical Equipment do you operate? _____

What computer programs are you proficient in? _____

List any special skills, required licenses, or professional registration(s.) Include type of license/registration, state, number and expiration date. Summarize other special job-related skills and qualifications:

1. Have you ever been employed by the Jurupa Area Recreation and Park District? ___ Yes ___ No
 If yes, month/year _____ to month/year _____

2. Do you have any relatives currently employed by JARPD? Yes No
Please furnish name, relationship and department. _____
3. Have you ever been dismissed/released from employment or have you ever resigned to avoid discharge? Yes No
Please explain: _____
4. Can you perform the essential functions listed in the job description of the job for which you have applied? Yes No
If no, what reasonable accommodations would allow you to perform the essential functions?

Job Title: _____	From: _____	To: _____	Total (Years & Months): _____
Address: _____	City: _____	State: _____	Zip: _____
Name of Organization: _____	Name & Title of Supervisor: _____		Phone: _____
Number of Employees you supervised: _____			
Hours worked per week: _____ Specific Duties: _____			

Reason for Leaving: _____			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? _____			

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Hours worked per week: _____ Specific Duties: _____			

Reason for Leaving: _____			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? _____			

Certificate of Applicant: I hereby certify that all information in this application is true and correct. I understand employment is conditional upon successfully completing the physical exam, fingerprint and background check. Any false statement, omission or incomplete information may result in the rejection of my application, removal from the eligibility list or discharge from employment. I authorize the investigation of all statements contained in this application form regarding previous employers, personal references or any other information contained herein by representatives for the Jurupa Area Recreation and Park District. I further understand that if I shall be employed, my employment will be on a probationary basis and either party may terminate the work relationship during my probationary period for any reason. I understand that if employed, I will be required to show proof of U.S. Citizenship or the legal right to work in the United States.

Print Name

Signature

Date