



98 12th Avenue / P. O. Box 1149, Idaho Springs, CO 80452  
303-567-4822

## Employment Application

Clear Creek Metropolitan Recreation District is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

*Please **download** and fill out all sections. When complete click the submit application button.*

### Applicant Information

Applicant Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Physical Address: \_\_\_\_\_

P. O. Box: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

How were you referred to CCMRD? \_\_\_\_\_

**Employment Position(s) applying for:** \_\_\_\_\_

- Temporary work – such as summer work?  Y or  N
- Regular part-time work?  Y or  N
- Regular full-time work?  Y or  N

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_\_

Can you work on the weekends?  Y or  N      Can you work evenings?  Y or  N

Are you available to work overtime?  Y or  N

### Personal Information:

Have you ever applied to / worked for CCMRD before?  Y or  N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Company?  Y or  N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  Y or  N

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Y or  N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case.

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If hired, would you be able to present evidence that you legally can work in the United States?  Y or  N

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

### **Employment Record**

Please describe your current or most recent job or volunteer experience and work backwards, describing up to 3 periods of experience. If you have no new work experience, write "NONE" below and complete. Explain any breaks in your employment history in the appropriate order; use the "Duties" space for your explanation. Statements such as "See Resume" do not substitute for completing any portion of the application.

Employer Name	Position/Title	Dates of Employment (Mo./Yr)	
Address:		City, State, Zip:	
Supervisor:	Supervisor's Telephone:	Salary or Wage Rate:	Hours worked per week?
Duties:			
Reason for Leaving:			

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Address:		City, State, Zip:	
Supervisor:	Supervisor's Telephone:	Salary or Wage Rate:	Hours worked per week?
Duties:			
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Duties:			
Reason for Leaving:			

**Education**

**High School**

School Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Number of years completed: \_\_\_\_\_ Did you graduate?  Y or  N

**College/University:**

School Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Number of years completed: \_\_\_\_\_ Did you graduate?  Y or  N Degree / diploma earned: \_\_\_\_\_

**Military**

Branch: \_\_\_\_\_ Rank in Military: \_\_\_\_\_ Total Years of Service: \_\_\_\_\_  
 Skills/duties: \_\_\_\_\_  
 Related details: \_\_\_\_\_

**\* PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by CCMRD (hereinafter referred to as "CCMRD") that employment with CCMRD is at will, for no specified duration and may be terminated by either CCMRD or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of CCMRD or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of CCMRD except the District Director has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the District Director of CCMRD.

In consideration for employment with CCMRD, if employed, I agree to conform to the rules, regulations, policies and

procedures of CCMRD at all times and understand that such obedience is a condition of employment. I understand that due to the nature of CCMRD business, attendance, and punctuality are considered essential requirements of every job at CCMRD and that poor attendance or tardiness will result in disciplinary action. I understand that if offered a position with CCMRD, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to CCMRD and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS

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Signature of Applicant

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Date