



PERSONAL INFORMATION (PLEASE PRINT)

Date of application (MM/DD/YYYY) _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

E-mail address: _____ Telephone (____) _____

Are you eligible to work in the U.S.? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

EMPLOYMENT DESIRED

Position(s) applied for _____

Desired salary _____

Are you currently employed? Yes No

Name of your current employer _____

On what date would you be available for employment? _____

Are you available to work: Full-Time Part-Time Temporary

REFERRAL SOURCE

How did you hear about us? Friend Relative Job Board (specify) _____

Walk-In Employment Agency Other (specify) _____

Have you previously been employed with Houston Parks Board? Yes No

If yes, give dates _____ and in what capacity _____

Have you previously filed an application for employment with Houston Parks Board? Yes No

If yes, give date _____ and for what position _____

Do you know anyone who works for Houston Parks Board? Yes No

If yes, who? _____

EDUCATION AND TRAINING

EDUCATION	NAME AND LOCATION OF SCHOOL	SUBJECTS STUDIED/MAJOR	DIPLOMA, DEGREE OR CERTIFICATION RECEIVED
HIGH SCHOOL			
COLLEGE OR UNIVERSITY Assoc/BS/MS/Graduate			
TRADE/BUSINESS SCHOOL/CERTIFICATIONS			

If you are fluent in any language(s) other than English, please indicate: _____

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

List professional, business or civic activities and offices held which you would like considered:

EMPLOYMENT EXPERIENCE

List present or most recent employment first:

Employer Telephone ()	Dates Employed	Work Performed
	From	To
Address		
Job Title		
Supervisor		
Reason for Leaving		May we contact them?
Employer Telephone ()	Dates Employed	Work Performed
	From	To
Address		
Job Title		
Supervisor		
Reason for Leaving		May we contact them?
Employer Telephone ()	Dates Employed	Work Performed
	From	To
Address		
Job Title		
Supervisor		
Reason for Leaving		May we contact them?

APPLICANT'S STATEMENT & RELEASE OF LIABILITY

Please read carefully before signing.

Houston Parks Board is an equal opportunity employer. Houston Parks Board does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Houston Parks Board to hire me. If I am hired, I understand that either Houston Parks Board or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Houston Parks Board has the authority to make any assurance to the contrary. I attest with my signature below that I have given Houston Parks Board true and complete information on this application. No requested information has been concealed. I authorize Houston Parks Board to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____
THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.

FOR HUMAN RESOURCES USE ONLY

Interview: Yes No Date of Initial Interview _____

Interviewed By: _____