

# PLEASANT VALLEY Recreation and Park District Application for Employment



**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 44 square miles and has grown from one park to over 20 parks with more sites under consideration. Within the District, a variety of recreational facilities exist, including: swimming pool (indoor), lighted ball fields, tennis courts, racquetball courts, skate park, basketball courts, a running track, children's play 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 30 full-time employees and an average of 70 active part-time employees at any given time.

**Mission Statement:** To provide and maintain areas and facilities for the general public which cannot reasonably be provided for privately; to provide programs and activities for both individuals and groups which are not practically provided for otherwise.

We hire and promote employees on the basis of their qualifications, without regard to race, religion, color, 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 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 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 employee will undergo a drug test 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 & Park District policy, applicants may be fingerprinted.

1605 E. Burnley St. ● Camarillo, California 93010  
Telephone: (805) 482-1996, ext 23 FAX: (805) 383-0316



# PLEASANT VALLEY Recreation and Park District

1605 E. Burnley Street Camarillo, California 93010  
 Telephone: (805) 482-1996 Human Resources extension 23 and FAX (805) 383-0316

## 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.*

<b>P E R S O N A L</b>	Last Name	First	Middle	Date
	Street Address			Home Telephone Number ( )
	City, State, Zip Code	Email Address		Cell Telephone Number ( )
	Have you ever applied with us? Yes ___ No ___ If yes: Month and Year _____ Where you referred by a PVRPD employee Yes <input type="checkbox"/> No <input type="checkbox"/> Name _____			Social Security Number (Optional)
	Position Applying for	Are you over 18 yrs of age? Yes ___ No ___		Are you under 16 yrs of age to work? (Work Permit Required) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you related or married to a PVRPD employee? Yes ___ List name below No ___			When will you be available to begin work?
	<input type="checkbox"/> <input type="checkbox"/> Are you legally eligible for employment in the U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>			MO ____ DAY ____ YR ____
	Other special training or skills (languages, machine operation, etc.) _____			

<b>E D U C A T I O N</b>	School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Yr. Degree Received
	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, color, religion or national origin)*

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# PHYSICAL RECORD

I AM ABLE TO PERFORM THE ESSENTIALS FUNCTIONS OF THE JOB I AM APPLYING FOR. YES \_\_\_\_ NO \_\_\_\_ IF NO, EXPLAIN BELOW  
ARE THERE ANY REASONS YOU MAY HAVE DIFFICULTY IN PERFORMING ANY OF THE MAJOR DUTIES OF THE JOB FOR WHICH YOU HAVE  
APPLIED? \_\_\_\_\_

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

Have you ever been convicted or pleaded "guilty" or "no contest" to any criminal charge, either felony or misdemeanor? (If your answer is "YES," give details, including date, place of conviction, name of court, charge involved and sentence imposed. Use a separate sheet, if required, for your answer.)

YES NO

**NOTE:** You may omit: (1) traffic tickets and offense for which you paid a fine of \$100 or less, (2) any offense committed before your eighteenth birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under Federal or State law, and (4) any conviction set aside under the federal Youth Corrections Act or similar state act.

## 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.

<b>CERTIFICATION</b> 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 (sign in ink) _____	Date _____
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## OFFICE USE ONLY

Interviewer's Comments

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