



MOUNTAIN PARK ENVIRONMENTAL CENTER

Application for Position: _____

Date _____

Thank you for expressing interest in employment with Mountain Park Environmental Center (MPEC). MPEC is an equal opportunity employer, and will therefore consider all applicants for employment without regard to race, color, creed, religion, age, sex, sexual orientation, marital status, national origin, disability, membership or activity in a local commission, public assistance status, or any other protected class status. In reading and answering the following questions, please keep in mind that none of the questions is intended to apply any limitations, preferences, or discrimination based on any non-job related information. By completing this application, there is no assurance of employment. However, if a suitable opening becomes available, this application may receive consideration.

Please complete the application by printing clearly or typing.

Name of Applicant _____
Physical Address _____
Mailing Address _____
Phone number, home _____ cell _____ Email _____

Are you legally authorized to work in the United States in the position for which you are applying? [] Yes [] No
If hired, you will need to provide proof of identity and authorization to work in the United States.

Have you ever been convicted of a felony? [] Yes [] No If yes, provide details (what, when, where, etc):

NOTE: The existence of a criminal record is not an automatic bar to employment.

If considered for employment, MPEC will perform a background check

Date available to start working: _____

EMPLOYMENT HISTORY: Please provide accurate and complete employment information starting with your current or most recent employer. Do not skip time frames, if not employed, write "not employed" and give the best description of what you did during that time. If you are attaching a resume, please enter the "Place of employment" and write "see resume" on the lines where your resume contains that specific information. If your resume does not contain the information requested, please complete that information on this application. Additional employment history may be added separately if needed. Please list your last 5 employers or last 10 years of employment, whichever is longer.

- 1. Place of employment _____
Address _____
Phone _____
Position _____
Special Qualifications, certificates, awards _____
Supervisor _____
Dates of employment _____
Reason for leaving _____
- 2. Place of employment _____
Address _____
Phone _____
Position _____
Special Qualifications, certificates, awards _____
Supervisor _____
Dates of employment _____
Reason for leaving _____
- 3. Place of employment _____
Address _____
Phone _____
Position _____
Special Qualifications, certificates, awards _____
Supervisor _____
Dates of employment _____

Reason for leaving _____

4. Place of employment _____
 Address _____
 Phone _____
 Position _____
 Special Qualifications, certificates, awards _____
 Supervisor _____
 Dates of employment _____
 Reason for leaving _____

5. Place of employment _____
 Address _____
 Phone _____
 Position _____
 Special Qualifications, certificates, awards _____
 Supervisor _____
 Dates of employment _____
 Reason for leaving _____

Please use separate sheet if more space is needed

EDUCATION:

Circle last grade completed: 8 9 10 11 12 13 14 15 16 17+

Name of High School attended and year of graduation or GED _____

Name and Location of college, technical, or other post secondary school	Dates Attended	Degree/Cert Achieved	Major/Minor

LICENSES:

List any licenses, registrations or certificates related to the position(s) you're applying for.	Expiration date	Licensing Agency

Number of years at address on page one _____, if less than 5 years then:

Previous address _____

Number of years at this address _____

Special Skills relating to position applying for _____

Hobbies, Interests _____

References: Please list 3 professional references (exclude relatives), at least two must be a previous employer

1. Name _____
Phone Number _____
Email _____
Previous employer? Y / N If No, relationship _____

2. Name _____
Phone Number _____
Email _____
Previous employer? Y / N If No, relationship _____

3. Name _____
Phone Number _____
Email _____
Previous employer? Y / N If No, relationship _____

IMPORTANT INFORMATION: PLEASE READ CAREFULLY

I certify that the facts and information set forth in this employment application (and any accompanying resume) are true, accurate and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application in any detail shall be considered sufficient cause for disqualification from further consideration for hire or for consideration of termination and that MPEC shall not be liable in any respect if my employment is so denied or terminated.

I authorize MPEC to conduct an investigation of my employment and personal history and authorize any former employer, person, firm, corporation, credit agency to release any information they may have regarding me to MPEC or it's designated agents. In consideration of MPEC's review of this application, I release MPEC and providers of information from any liability as a result of furnishing or receiving his information.

I understand all job offers are contingent upon the review of references, background checks, and other relevant information. Any misleading or incorrect statement, omissions or failure to disclose any criminal conviction may remove this application from further consideration for employment and, if employed, may be cause for termination.

I understand that, if employed, my employment relationship with MPEC is at-will, meaning I have the right to terminate my employment at any time and MPEC has the same right.

I agree that, if employed, my conduct and performance will conform to MPEC's rules, regulations and expectations. Any employment policies, manuals or handbooks that may be distributed to me during the course of employment may be modified at any time at the sole discretion of MPEC.

I understand that completing this application, the granting of an interview, receiving an offer of employment, or the receipt of any employment policies, manuals, or handbooks shall not constitute a contract of any kind.

Please review your application before signing to see that you have answered each item.

I have read and understand the above information.

Signature of Applicant

Date