CAREER
EMPLOYMENT APPLICATION

- **Read the job announcement relating to the position.**
- **Provide ALL information requested by typing or printing in ink.**
- **Do NOT submit photographs of yourself.**
- **Return application to: Human Resources Dept., Metro Parks Tacoma, 4702 So. 19th St., Tacoma, WA 98405.**
- **You will be notified by mail or by phone if you are selected for an interview.**

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(APPLICATIONS ARE ONLY !//9t¢95 Chw ht9b th{ITIONS)

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FIRST NAME MIDDLE INITIAL LAST NAME

_____
MAILING ADDRESS CITY STATE ZIP CODE

_____
HOME PHONE NUMBER MESSAGE/WORK PHONE NUMBER E-MAIL ADDRESS

ARE YOU A CURRENT OR FORMER EMPLOYEE OF METRO PARKS TACOMA? YES ☐ NO ☐
IF YES, PLEASE LIST LOCATION AND DATES:_____

LIST ANY RELATIVES CURRENTLY EMPLOYED BY METRO PARKS TACOMA:_____

HAVE YOU BEEN CONVICTED OF A CRIME OR SERVED TIME IN PRISON DURING THE LAST 7 YEARS? NO ☐ YES ☐ If Yes, attach an additional page with an explanation of the conviction(s). (NOTE: the existence of a criminal record does not constitute an automatic bar to employment. Each case is considered based upon its relation to the duties of the position.)

WHEN ARE YOU AVAILABLE TO WORK: _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL DUTIES OF THIS POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION? YES ☐ NO ☐

DO YOU HAVE A CURRENT WASHINGTON STATE DRIVER'S LICENSE? YES ☐ NO ☐ _____
LICENSE NUMBER

EDUCATION

NAME AND LOCATION OF HIGH SCHOOL ATTENDED:_____
STILL ATTENDING ☐ GRADUATE ☐ G.E.D. ☐

NAMES AND LOCATIONS OF COLLEGES/UNIVERSITIES	MAJOR	FULL YEARS ATTENDED	DEGREE

LIST ANY VOCATIONAL OR ON-THE-JOB TRAINING YOU HAVE COMPLETED WHICH WOULD BE USEFUL IN THE POSITION YOU ARE APPLYING FOR:

TRAINING COURSE	DATES ATTENDED

PLEASE LIST ANY OTHER LICENSES OR CERTIFICATIONS YOU HOLD WHICH ARE NECESSARY OR USEFUL IN THIS POSITION:

_____
_____

MILITARY SERVICE

HAVE YOU EVER BEEN IN THE MILITARY: YES ☐ NO ☐

- IF YES, PLEASE LIST DATES OF ACTIVE SERVICE:_____

EMPLOYMENT HISTORY

Start with your present or last job. Include military service and employment for a month or longer. Include appropriate volunteer experience. Be as complete as possible in outlining the duties of each position. Failure to do so may affect your acceptance for the interview/examination or the credit you receive for experience. **YOU MAY ATTACH A RESUME TO PROVIDE SUPPLEMENTAL INFORMATION. A RESPONSE OF "SEE RESUME" WILL NOT BE CONSIDERED AN ADEQUATE RESPONSE TO THE QUESTIONS LISTED.** Attach supplemental sheet if necessary.

Job Title:_____ Dates Of Employment:_____

Name & Address Of Company:_____

Supervisor's Name & Title:_____ Phone #:_____

Starting Salary: $_____Per_____ Ending Salary: $_____ Per_____ Avg. hrs./wk. _____

Reason For Leaving:_____

Job Duties:_____

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Job Duties:_____

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AUTHORIZATION AND CERTIFICATE

I certify that my statements in this application are true, complete and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may bar me from the examination and/or interview process, remove my name from the eligible list, or if I have been appointed, cause my dismissal from Metro Parks Tacoma.

I also agree that ALL statements made on this application may be investigated.

I understand that employment is not guaranteed and, if hired, that either party may terminate the relationship without cause. I understand that the position that I am applying for is an at-will position, with no written or implied contractual agreement.

I understand that in accordance with the Federal law, proof of identity and authorization to work in the U.S. will be required upon employment.

I authorize Metro Parks Tacoma to verify information in this application as it relates to the position for which I am being considered, or in which I may be employed. I authorize Metro Parks Tacoma to contact my prior employers, educational institutions, references, and any institution or organization with whom I have been associated to give Metro Parks Tacoma any pertinent information about my employability. I release all individuals, institutions and organizations from liability in providing such information, and I agree to waive any claim or cause of action relating to such release of prior employment records and promise to defend and hold harmless prior employers, their officers and employees, and Metro Parks Tacoma, its officers and employees, from any claim or loss arising from such release.

It is my intention that any copy of this authorization be as effective as the original.

Date: _____ **Signature:** _____

OPTIONAL

E.E.O. INFORMATION (OPTIONAL)

WE WOULD APPRECIATE YOUR COOPERATION BY VOLUNTARILY INDICATING YOUR SEX AND RACE. THE DATA COLLECTED WILL NOT BE USED TO MAKE EMPLOYMENT DECISIONS AND THE REFUSAL TO PROVIDE THIS INFORMATION WILL NOT SUBJECT YOU TO ADVERSE TREATMENT. THIS INFORMATION WILL BE KEPT CONFIDENTIAL IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA) AND WILL ONLY BE USED IN ACCORDANCE WITH THE ADA.

☐ FEMALE ☐ MALE

☐ ASIAN/PACIFIC ISLAND ☐ WHITE ☐ HISPANIC
☐ BLACK ☐ AMERICAN INDIAN/ALASKAN NATIVE

☐ DISABLED

HOW DID YOU FIND OUT ABOUT THIS POSITION? (OPTIONAL)

☐ METROPARKSTACOMA.ORG ☐ JOB POSTING ☐ INTERNET

☐ HEARD FROM CURRENT EMPLOYEE ☐ NEWSPAPER/JOURNAL/MAGAZINE ☐ OTHER _____

GENERAL INFORMATION FOR APPLICANTS FOR CAREER POSITIONS

APPLICATION PROCESS:
Applicants must submit an official completed and signed Metropolitan Park District application form. Resumes received without the required application form will not be accepted. Applications can be obtained at the Metro Parks Tacoma Administration building located at 4702 S. 19th St., Tacoma, WA 98405 or by visiting the Metro Parks Tacoma web site at www.metroparkstacoma.org.

Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information.

SELECTION PROCESS:
Those applicants showing evidence of meeting the minimum qualifications and appraisal of experience and training may be scheduled for further review. Metro Parks may elect to give an exam to those candidates scheduled for further review. It is the responsibility of the applicant to supply sufficient information and detail to permit Metro Parks to properly evaluate their qualifications and abilities as they relate to the position.

EQUAL OPPORTUNITY:
All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.

EMPLOYEE BENEFITS:
Metro Parks employees receive 12 paid holidays, 12 days of sick leave, and 12 to 30 vacation days a year depending on length of service with Metro Parks. All employees of Metro Parks Tacoma are required to enroll in the Washington State's Public Employees Retirement System (PERS). All employees are also covered by Social Security. Employees are able to select medical and dental coverage from available plans. Metro Parks contributes a percentage towards the monthly cost of medical and dental coverage for employees and their dependents. Life insurance is provided at no cost to the employee and is equal to the employee's annual salary.

GENERAL INFORMATION:
Please clearly indicate the position that you are applying for on the application form. Your application will be forwarded to the appropriate hiring supervisor for the position. It is the responsibility of the applicant to supply sufficient information and detail to permit a proper evaluation of your qualifications and ability as they relate to the position.

A completed and signed application form is required. A response of "see resume" will not be considered an adequate response and may eliminate you from the process. You may attach a resume, however, it is not required. The information from your resumes will not be used to determine if minimum qualifications are met. All qualifying information must appear on the application form.

Applications must be postmarked by the closing date indicated on the job announcement.

It is your responsibility to make copies of your application and/or resume if needed. Metro Parks Tacoma will not return or make copies of any items supplied for the application process.

You will be notified by mail or by phone if you are selected for further review. The selection process can take up to six weeks or longer.

All career positions have a 9-month probationary period.

Positions may require weekend shifts and may require night shift, holiday, and overtime.

Employment is subject to a Washington State Patrol background inquiry pursuant to RCW 43.43.832.

Job applicants must be able to prove authorization to work in the United States at the time of a job offer as required by the 1986 Federal Immigration Reform and Control Act. Documentation establishing authorization to work may include a Social Security Card, picture ID and/or other approved documentation.

Metro Parks Tacoma is a drug and alcohol free workplace.

All positions are at-will positions, with no written or implied contractual agreement.

***NOTE:* THE PROVISIONS OF THIS APPLICATION DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED HEREIN MAY BE MODIFIED AND/OR REVOKED WITHOUT NOTICE.**