



APPLICATION FOR EMPLOYMENT

Martinsburg-Berkeley County Parks & Recreation Board
Berkeley 2000 Recreation Center – 273 Woodbury Ave
Martinsburg, WV 25404 • (304) 264-4842

PERSONAL INFORMATION

Name _____
(Last) (First) (MI)

Address _____
(Street) (City) (State) (Zip)

Phone _____ Date of Birth: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Desired Wage _____

BACKGROUND INFORMATION

Are you employed now? ____ If so, where? _____

Have you applied to this organization before? ____ If so, when? _____

Have you been employed with MBCP&R in the past? If so, dates of employment: Start _____ End _____

Have you ever been employed with any WV State Agencies or Board of Education(s)? YES NO

EDUCATION

Name & Location of School	Years Attended	Graduate?
High School		
College		
College		

EMPLOYMENT HISTORY

Month & Year <i>(Most recent listed first)</i>	Name & Address of Employer	Wage	Position	Reason for Leaving
From To				
From To				
From To				

Volunteer work or job-related experiences:

REFERENCES – Persons, whom you have known at least 1 year, who are not related to you.

Name	Address	Phone	No. Yrs. Known
1.			
2.			

I certify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without prior notice.

I understand that if I am offered a position with M-BCP&R, my employment and start date may be based on the results of a required investigative background check. This screening is performed by B.I.B. (*Background Investigation Bureau*)/*SecureVolunteer* and based on the standards accepted by the M-BCP&R Board. Please be advised there is an \$11.95 cost for this background check, which is valid for two years, which will be incurred by the prospective employee.

Date _____ Signature _____

OFFICE USE ONLY:	
Date of Hire: _____	Supervisor: _____
Starting Rate of Pay: _____	Director: _____