



# 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)

Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 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 \$12.90 cost for this background check, which is valid for two years, which will be incurred by the prospective employee.

Date \_\_\_\_\_ Signature \_\_\_\_\_

<i>OFFICE USE ONLY:</i>	
Date of Hire: _____	Supervisor: _____
Starting Rate of Pay: _____	Director: _____