



DUNSMUIR RECREATION & PARKS DISTRICT

4841 Dunsmuir Avenue

Dunsmuir, CA 96025

dunsmuirparks.org

APPLICATION FOR DISTRICT OPPORTUNITIES

Employment • Independent Contractor • Volunteer

Applicant Information

Full Legal Name:

Preferred Name (optional):

Mailing Address:

City / State / ZIP:

Phone:

Email:

Position / Opportunity Applied For:

Date Available to Begin:

Position Information

Position Type: ☐ District Employee ☐ Independent Contractor ☐ Volunteer

For District employee applicants only: Are you legally authorized to work in the United States? ☐ Yes ☐ No

Have you previously worked, contracted, or volunteered with the District? ☐ Yes ☐ No

If yes, position/role and approximate dates: _____

Education, Training & Qualifications

School / Institution	Location	Program / Field of Study	Degree / Certificate Earned

Relevant licenses, certifications, skills, software, equipment, training, or other qualifications:

Professional & Work Experience

List your three most recent or most relevant employment, contract, military, volunteer, or other professional experiences. Attach a résumé or supplemental information if additional experience is relevant.

1. Employer / Organization / Service: _____	City / State: _____
Position / Role: _____	Supervisor / Professional Contact: _____
Dates: From _____ To _____	Phone / Email: _____
Reason for Leaving / Completion: _____	May we contact? ☐ Yes ☐ No

Primary responsibilities / relevant experience:

2. Employer / Organization / Service: _____	City / State: _____
Position / Role: _____	Supervisor / Professional Contact: _____
Dates: From _____ To _____	Phone / Email: _____
Reason for Leaving / Completion: _____	May we contact? ☐ Yes ☐ No

Primary responsibilities / relevant experience:

3. Employer / Organization / Service: _____	City / State: _____
Position / Role: _____	Supervisor / Professional Contact: _____
Dates: From _____ To _____	Phone / Email: _____
Reason for Leaving / Completion: _____	May we contact? ☐ Yes ☐ No

Primary responsibilities / relevant experience:

References

Please provide at least two references who can speak to your qualifications, reliability, character, work experience, or suitability for the opportunity. Please do not list relatives.

Name	Relationship / Capacity	Organization	Phone	Email

Supporting Documentation

Attach or submit materials relevant to the position or opportunity, as applicable:

- ☐ Résumé ☐ Cover Letter / Statement of Interest ☐ Reference Letter(s)
☐ License(s) / Certification(s) ☐ Other Supporting Documentation: _____

Do not submit Social Security numbers, medical records, or other sensitive personal information unless specifically requested by the District through an authorized process.

Applicant Certification

I certify that the information provided in this application and any accompanying materials is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentations or omissions may result in disqualification from consideration or, if discovered after I begin employment, contract services, or volunteer service with the District, may result in appropriate action consistent with applicable law.

I authorize the Dunsmuir Recreation & Parks District to verify information relevant to my qualifications and to contact the employers, organizations, clients, and references identified in this application where I have authorized contact.

I understand that submission of this application does not constitute or guarantee an offer of employment, engagement as an independent contractor, volunteer placement, or any other relationship with the District.

Applicant Signature: _____ **Date:** _____

Applicant Notices

Equal Employment Opportunity. The Dunsmuir Recreation & Parks District provides equal employment opportunities in accordance with applicable federal and California law.

Reasonable Accommodation. The District provides reasonable accommodations to qualified applicants. Applicants who require an accommodation to participate in the application or selection process may contact the District Administrator.

Background Screening. Certain positions or opportunities may be subject to background screening, fingerprinting, or other eligibility requirements as required or permitted by law. Applicants will be notified of requirements applicable to the position or opportunity for which they are being considered.

Fair Chance. Except where otherwise permitted or required by law, applicants are not required to disclose criminal history before receiving a conditional offer of employment.

For District Use Only

Date Received: _____ Reviewed By: _____ Related Posting / Position: _____