



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Human Resources Division, Recruitment and Selection Services

**SEASONAL/INTERMITTENT ENTERPRISE FACILITY AND PARK MAINTENANCE POSITIONS
EMPLOYMENT APPLICATION**
Montgomery County Department of Park and Planning

Return to: M-NCPPC – Enterprise Office / Parkside HQ / 9500 Brunett Avenue / Silver Spring, MD 20901

UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO EMPLOY ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES.

Answer every question on the form clearly and completely. Indicate "not applicable" (N/A) where appropriate. All statements are subject to investigation and verification. Entire application should be completed in blue or black ink or typed. It is the policy of the Commission to provide equal opportunity to all employees and applicants for employment, in all terms, privileges, and conditions of employment without regard to race, gender, age, religion, color, national origin, disability, sexual preference, or any other non-merit factors.

In an effort to provide equal opportunity employment, the Commission is in full compliance with the provisions of the Americans with Disabilities Act. The Commission will provide reasonable accommodation to known limitations of otherwise qualified applicants with disabilities. Applicants requiring reasonable accommodations should contact Recruitment and Selection Services at 301-454-1411 (office), 301-454-1404 (Fax), 301-454-1410 (TTY).

Position Desired:

Enterprise Facilities: Operations consist of the following; boat docks, campground, miniature trains, carousel, snack bars, ice rinks, and indoor tennis courts. Applicants may deal with the public, operate cash registers, and complete cash reports. There is some maintenance work at each location.

Park Maintenance: Primarily outdoor work, such as grass cutting, athletic field marking, landscaping, field labor, etc.

Location Desired:

- | | | | |
|---|---|---|----------------------------------|
| <input type="checkbox"/> Aspen Hill/Layhill | <input type="checkbox"/> Cabin John | <input type="checkbox"/> Shady Grove (maintenance only) | <input type="checkbox"/> Wheaton |
| <input type="checkbox"/> Black Hill | <input type="checkbox"/> Little Bennett | <input type="checkbox"/> Silver Spring | |
| <input type="checkbox"/> Brookside | <input type="checkbox"/> Needwood | <input type="checkbox"/> South Germantown | |

If you would like to request a specific park or Enterprise facility, list it here _____

NAME _____ Gender [Optional]: M F
(Last) (First) (Middle)

ADDRESS _____
(Number/Street) (City) (State) (Zip)

PHONE _____
(Home) (Cell) (Work)

SOCIAL SECURITY # _____

Are you at least 16 years of age? YES NO (If 17 or under you must have a work permit from your high school if hired.)

DO YOU POSSESS A VALID DRIVER'S LICENSE? YES NO **Driver's License # / State** _____

HIGH SCHOOL EDUCATION Circle present grade: 10 11 12 Or year of graduation _____

NAME and ADDRESS of high school(s) attended/attending _____

MILITARY SERVICE _____ **TYPE OF DISCHARGE** _____

COLLEGE, UNIVERSITY or BUSINESS/TRADE SCHOOL ATTENDED:
Name & Location Dates Attended Major/Minor Degree / Date

REFERENCES	Name	Telephone Number	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date available, if employed _____

WORK EXPERIENCE: (Provide information below or attach an additional sheet or resume, if needed.)

1. _____
 Employer's Name _____ Location _____ Job Title _____ Dates of Employment _____
 Duties _____

2. _____
 Employer's Name _____ Location _____ Job Title _____ Dates of Employment _____
 Duties _____

VOLUNTEER LEADERSHIP/EXTRACURRICULAR EXPERIENCES _____

Have you previously worked for M-NCPPC: YES NO
 If YES, Location _____ Dates _____ Reason for Leaving _____

ENTERPRISE/PARK SKILLS AND EXPERIENCE: Please list any special skills, activities or experience in which you have participated or have organized/directed such as golf, ice skating, tennis, canoeing, hiking, nature lore, typing, computers, cash registers: _____

LANGUAGES:
 Are you proficient in American Sign Language? YES NO
 Do you speak a second language other than English? YES NO If so, please list _____

FIRST AID EXPERIENCE:
 Do you have first aid training? First Aid CPR [Date _____]

BACKGROUND INFORMATION: Have you ever been convicted, imprisoned, on probation, or on parole for other than minor traffic violations by a civilian or military authority? Your answer should include information on felonies, misdemeanors, probations before judgment, convictions resulting from pleas of nolo contendere (no contest), and/or other offenses. YES NO

Are you now under charges for any offense(s) against the law other than minor traffic violations? YES NO

If your response is 'YES' to either question, you must provide complete details that include dates, explanation of the violation, place of occurrence, and the name and address of the police department or court involved (please attach). Criminal convictions or arrests do not constitute an absolute bar to employment with the Commission. The Commission will consider, among other things, the relevance of the conviction to the employment sought. Applicants are advised that any undisclosed previous conviction shall be considered grounds for rejection of the application, or if hired, grounds for dismissal.

Applications may not be acknowledged. Only those interviewed will be notified of selection or non-selection.

State Law requires that all persons working with minors undergo a state and federal background investigation.

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00."

Signature of Applicant

Date

ALL APPLICANTS MUST ACKNOWLEDGE THE NOTICE ABOVE, BY SIGNATURE, ON THE SPACE ABOVE. FAILURE TO SIGN WILL RESULT IN REJECTION OF THE APPLICATION

I, the undersigned, certify that the information stated on this application is true, complete and correct to the best of my knowledge and belief and is made in good faith. I authorize the release of any information provided herein to the Commission, as appropriate, to determine any eligibility for the position(s) for which I have applied. Any false statements made by me may be used as a basis for rejection of this application, or if hired, may be used as grounds for dismissal.

Signature of Applicant

Date