

Idaho State Parks & Recreation is an Equal Opportunity/Affirmative Action Employer. It is our policy to recruit and hire qualified persons without regard to race, color, gender, religion, national origin, age, disability, or veteran status.

This application will be used to determine your qualification for Park Aide. Please read the application carefully, write legibly, and complete all of the information requested.

**CONDITIONS OF EMPLOYMENT:** Successful applicants will be subject to an investigation of motor vehicle records, criminal history and/or other information from sources that may be in the files of any federal, state, county, or local criminal justice agency as deemed necessary to fulfill the job requirements.

## IDAHO DEPARTMENT OF PARKS & RECREATION



Rev 03/2011 KLH

### MAIL DIRECTLY TO THE PARK YOU ARE APPLYING WITH

Date Completed \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_ Park Applied For \_\_\_\_\_  
(Be Specific)

\_\_\_\_\_  
Mailing Address \_\_\_\_\_ Date You Can Report to Work \_\_\_\_\_

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Last Date You Can Work \_\_\_\_\_

\_\_\_\_\_  
Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_ I Can Work: Early Shifts \_\_\_ Wknds \_\_\_ Late Shifts \_\_\_ Holidays \_\_\_

List 1<sup>st</sup> 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> preferences for: Maintenance \_\_\_\_\_ Interpretation \_\_\_\_\_ Retail Sales \_\_\_\_\_  
Collections/Visitor Services \_\_\_\_\_

Yes No Check "Yes" or "No" to each of the following questions or statements

		1. Have you worked for Idaho Parks & Recreation before? Where? _____
		2. I am at least 16 years old: Yes ___ No ___ (For most office park aide jobs)
		3. I am at least 18 years old: Yes ___ No ___ (For most park aide jobs)
		4. Do you have or are you willing to obtain a driver's license?
		5. Do you have a current STANDARD FIRST AID CERTIFICATION? Expiration Date: _____
		6. Do you have a current CPR CERTIFICATE? Expiration Date: _____ What kind? Adult _____ Child _____ Infant _____
		7. I certify that I am a U.S. citizen, permanent resident or a Foreign National with authorization to work in the United States.
		8. I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration).

### JOB RELATED EXPERIENCE

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
City/State \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
DUTIES: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
City/State \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
DUTIES: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
City/State \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
DUTIES: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
City/State \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
DUTIES: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**COMPLETE REVERSE SIDE - YOU MAY ATTACH ADDITIONAL INFORMATION IF YOU WISH**

**JOB RELATED SKILLS:** For each item, put a number from 1 to 5 which best describes your experience. Use the following key:

- 1. I am not willing to do this.
- 2. I have not done this before, but am willing to learn.
- 3. I know how to do this, but have no on-the-job experience.
- 4. I have some experience in this OR have received training in this.
- 5. This is a major task in my current and/or previous job(s).

**MAINTENANCE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Picking up litter                | <input type="checkbox"/> Pruning shrubbery & trees                |
| <input type="checkbox"/> Cleaning & emptying garbage cans | <input type="checkbox"/> Mowing lawns                             |
| <input type="checkbox"/> Cutting & splitting firewood     | <input type="checkbox"/> Raking & weeding                         |
| <input type="checkbox"/> Follow irrigation schedule       | <input type="checkbox"/> Repair sprinkler lines & heads           |
| <input type="checkbox"/> Operate automatic sprinkler      | <input type="checkbox"/> Operate manual sprinkler (quick coupler) |
| <input type="checkbox"/> Cleaning bathrooms & showers     | <input type="checkbox"/> Minor plumbing                           |
| <input type="checkbox"/> Minor carpentry                  | <input type="checkbox"/> Painting                                 |

**EQUIPMENT OPERATION:**

- |  |   |
|--|---|
| <input type="checkbox"/> Small tractor             | <input type="checkbox"/> Power mower (push type)    |
| <input type="checkbox"/> Front-end loader          | <input type="checkbox"/> Rotary mower (riding)      |
| <input type="checkbox"/> Chain saw                 | <input type="checkbox"/> Trucks over 1 ton capacity |
| <input type="checkbox"/> Vehicle with manual shift | <input type="checkbox"/> Other: List _____          |

**OFFICE/CLERICAL/RETAIL SALES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Making change & balancing money              | <input type="checkbox"/> Typing: WPM _____              |
| <input type="checkbox"/> Checking records for accuracy                | <input type="checkbox"/> Answering business telephone   |
| <input type="checkbox"/> Logging or posting information               | <input type="checkbox"/> Making reservations            |
| <input type="checkbox"/> Receiving visitors and providing information | <input type="checkbox"/> Filing                         |
| <input type="checkbox"/> Operating a computer                         | <input type="checkbox"/> Stocking shelves               |
| <input type="checkbox"/> Operating a cash register                    | <input type="checkbox"/> Ordering & pricing merchandise |

**PUBLIC RELATIONS & INTERPRETATION:**

- Giving talks to groups (specify) \_\_\_\_\_
- Conducting research (specify) \_\_\_\_\_
- Developing/conducting interpretive programs (specify) \_\_\_\_\_

**SUPERVISION:**

- |  |  |
|--|--|
| <input type="checkbox"/> Scheduling & assigning work to others | <input type="checkbox"/> Training others |
|--|--|

**EDUCATION:**

- College or Vocational School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_
- Location: \_\_\_\_\_ Type of Degree or Diploma \_\_\_\_\_
- School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_
- Location: \_\_\_\_\_ Type of Degree or Diploma \_\_\_\_\_
- School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_
- Location: \_\_\_\_\_ Type of Degree or Diploma \_\_\_\_\_

**Other qualifications: (college courses, volunteer work, languages, skills, hobbies, etc.)**

PRINT FULL NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*By my signature, I certify this application is true and complete to the best of my knowledge. I understand that if I falsified the information, my name will be removed from consideration, or my employment with the State terminated. My signature also authorizes you to conduct inquiries into my work record and performance with my employer.*

-----Park Staff Detach Here-----

Information requested is VOLUNTARY. Data will be used to monitor our recruitment and selection practices and will be kept separate from application. Male \_\_\_\_\_; Female \_\_\_\_\_; Over 40 years of age \_\_\_\_\_; Black \_\_\_\_\_; White \_\_\_\_\_; Hispanic \_\_\_\_\_; Asian American \_\_\_\_\_; Native American Indian \_\_\_\_\_.

Park applied for \_\_\_\_\_ How did you hear about this job? \_\_\_\_\_