BLACK HILLS PARKS & FORESTS ASSOCIATION

Supporting **Wonder and Exploration** since 1946

# Employment Application

**Preferred Location** *(Please circle one)*: Wind Cave NP  Jewel Cave NM  Scotts Bluff NM  Pactola Visitor Center

## Applicant Information

Full Name: _____ Date: _____
*Last* *First* *M.I.*

Address: _____
*Street Address* *Apartment/Unit #*

_____
*City* *State* *ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: **$** _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

## Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

## References

*Please list three professional references.*

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

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Full Name: _____ Relationship: _____

Company: _____ Phone: _____

_____

## Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

## Federal Building Disclaimer

By signing this document, I understand that BHPFA operates within federal buildings, and as a requirement of employment, BHPFA employees may be required to follow guidelines and or policies set by the federal government.

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

**Please send completed application to:** Nikki Masek at nmasek@blackhillsparks.org or to Black Hills Parks & Forests Association - 26611 US Highway 385 - Hot Springs, SD 57747