

Application for Employment

EQUAL OPPORTUNITY EMPLOYER



Personal Data

Name (last, first, middle)

Date

Address

City

State

Zip Code

Phone ()

Email Address

Referred by Ad Friend Relative Agency Other

Driver's License #

(If driving is an essential job function.)

If you are under 16 years of age and it is required, can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed with us before? Yes No If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible for employment in this country? Yes No

Application for (check applicable)

Parks Department Fitness Center Recreation Department Other _____

Available for: Part Time Employment Full Time Employment Seasonal

Will you be able to meet the attendance requirements of the position? Yes No

Are you willing to work overtime as required? Yes No

Date available to begin work:

Are you currently on "lay-off" status and subject to recall? Yes No

Education Record

High School

Address

Did you graduate? Yes No

College/University

Address

Degrees or Diplomas Years attended 1 2 3 4

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas Years Attended 1 2 3 4

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

2. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

3. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

EMPLOYMENT REFERENCES

PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, NOT RELATED TO YOU, THAT WE MAY CONTACT.

1. COMPANY _____
(Check One) Past Employer Other
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____

(For Office Use Only) _____

2. COMPANY _____
(Check One) Past Employer Other
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____

(For Office Use Only) _____

3. COMPANY _____
(Check One) Past Employer Other
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____

(For Office Use Only) _____

Personal Data

Have you been convicted of a felony in the last seven years? (A conviction will not necessarily bar you from employment. The applicant is not required to disclose any information regarding criminal arrest or conviction records that have been expunged or sealed.)

Yes No

Explain

Have you been employed here before? Yes No

May we contact your current employer? Yes No

The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants offered employment, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date