

# APPLICATION for EMPLOYMENT

## River Trails Park District

1500 E. Euclid Ave.

Mt. Prospect, IL 60056 847-255-1200

*\*An Equal Opportunity Employer\**

All qualified persons will be considered for employment without regard to race, creed, color, sex, national origin, age or sexual orientation.

**PLEASE PRINT**

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Park District.

**Position(s) Applying For** \_\_\_\_\_

Date \_\_\_\_\_

Golf \_\_\_\_\_ Recreation \_\_\_\_\_ Office \_\_\_\_\_ Parks/Maintenance \_\_\_\_\_

Referral Source \_\_\_\_\_ Available for: part-time \_\_\_\_\_ full-time \_\_\_\_\_ seasonal \_\_\_\_\_

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

- ◆ Are you currently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_
- ◆ If you are under 18 yrs. of age and it is required, can you furnish a work permit? \_\_\_\_\_
- ◆ Have you ever worked here before? \_\_\_\_\_ If yes, give date & position \_\_\_\_\_
- ◆ Are you legally eligible for employment in this country? \_\_\_\_\_
- ◆ Date available to begin work \_\_\_\_\_
- ◆ Are you willing to work overtime as required? \_\_\_\_\_
- ◆ Are you able to meet the attendance requirements of the position? \_\_\_\_\_
- ◆ Have you been convicted of any felony? \_\_\_\_\_
- ◆ Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery or any criminal drug statute? \_\_\_\_\_

If yes to either of the 2 questions above, explain: \_\_\_\_\_

*\*The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants 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.*

### **Employment History** (please explain any gaps in employment)

Fill in employment &/or volunteer activities starting with the most recent, including military experience.

Employer _____	Phone _____	Job _____
Dates Employed: From _____ to _____	Hourly Rate/Salary _____	
Supervisor Name _____	Reason for Leaving _____	
May we contact him/her for a reference? _____		

Employer _____	Phone _____	Job _____
Dates Employed: From _____ to _____	Hourly Rate/Salary _____	
Supervisor Name _____	Reason for Leaving _____	
May we contact him/her for a reference? _____		

Employer _____	Phone _____	Job _____
Dates Employed: From _____ to _____	Hourly Rate/Salary _____	
Supervisor Name _____		Reason for Leaving _____
May we contact him/her for a reference? _____		

**Skills & Qualifications**

Please list training, skills, licenses, certificates and/or characteristics of yourself applicable to the position that you are applying \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Educational Background**

School	Years Completed	Did You Graduate?	Course of Study

**References**

Name	Telephone	Years Known

**Note to Applicant:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE ESSENTIAL REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. YOU MAY ASK FOR A COPY OF THE JOB DESCRIPTION.

Are you capable of performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied? Yes \_\_\_\_\_ No \_\_\_\_\_

**Applicant Statement**

I certify that all information submitted by me on this application is true and complete and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and hereby release and waive any claim against the park district which may allegedly arise from such investigation. I further understand that if any false information, omissions or misrepresentations are either contained in my application or given during any interview and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the park district's rules and regulations and I agree that my employment is "at-will" and my employment and compensation can be terminated, with or without cause, and with or without notice, at anytime, at either my or the park district's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with our without notice, at any time by the park district.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Contacted Applicant? \_\_\_\_\_ Date(s) \_\_\_\_\_ Arranged Interview? \_\_\_\_\_

Date & Time of Interview \_\_\_\_\_ If no position available, did you notify applicant? \_\_\_\_\_

How? \_\_\_\_\_ phone \_\_\_\_\_ letter \_\_\_\_\_ in person

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Initials of Staff reviewing application \_\_\_\_\_