

WEST CHICAGO PARK DISTRICT

Employment Application



West Chicago Park District is an equal opportunity employer. Employment with the West Chicago Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, sexual orientation, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application/interview process should notify the Human Resource Manager.

APPLICANT INFORMATION											
Last Name				First				M.I.	Date		
Street Address							Apartment/Unit #				
City				State				ZIP			
Phone				E-mail Address							
Date Available			Position Applied For					Desired Salary			
What type of employment are you interested in?	Part-Time	Seasonal	Full-Time								
What days are you able to work on a regular basis?	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY				
Any additional information regarding your availability:											
Are you authorized to work in the United States?	YES	NO	If under 16 years of age, can you supply a work permit?				YES	NO			
Have you worked for this Agency Before?	YES	From Year		To Year		NO					
(employment subject to I-9 form)											
<p>The Park District is required by state statute (70 ICLS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose any sealed or expunged records of convictions.</p> <p>I understand I will be subject to a criminal background check. Initial: _____.</p>											
EDUCATION											
High School											
Number of years completed		Did you graduate?	YES	NO	Degree						
College											
Number of years completed		Did you graduate?	YES	NO	Degree						
Other											
Number of years completed		Did you graduate?	YES	NO	Degree						
REFERENCES											
<i>Please list three references that you have known for at least 1 year and are not related to you.</i>											
Full Name				Relationship							
Company				Phone				Email			
Full Name				Relationship							
Company				Phone				Email			
Full Name				Relationship							
Company				Phone				Email			

PREVIOUS EMPLOYMENT - Please list your most current employment first.					
Company				Phone	
Address				Supervisor	
Job Title				Supervisor Email	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous employer for a reference?				YES	NO
Company				Phone	
Address				Supervisor	
Job Title				Supervisor Email	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous employer for a reference?				YES	NO
Company				Phone	
Address				Supervisor	
Job Title				Supervisor Email	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous employer for a reference?				YES	NO
Please provide any other information you would like to share with us:					
If a Park District employee referred you to this opening - please provide their name:					
DISCLAIMER AND SIGNATURE					
<p>I certify that all the 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 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 our 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 or without notice at any time by the park district.</p> <p>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.</p>					
Signature				Date	