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, sex, religion, sexual orientation, 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 ☐		

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.

Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain	
Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute?	YES ☐	NO ☐	If yes, explain	

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					
Please list three references that you have known for at least 1 year and are not related to you.					
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

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.

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.

Signature		Date	