



**EDUCATIONAL BACKGROUND (fill in below):**

EDUCATION	SCHOOL Name/Location	Number of years Completed	MAJOR	YES/NO Degree/Diploma
High School				
College/ University				
Other Training, Education				

Have you ever been convicted of any felony? \_\_\_ Yes \_\_\_ No

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? \_\_\_ Yes \_\_\_ No

*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.*

If yes, describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you served in the U.S. Armed Forces (include National Guard or Reserves) \_\_\_\_\_? Date of duty: \_\_\_\_\_

Branch of service: \_\_\_\_\_ Applicable skills acquired: \_\_\_\_\_

**WORK HISTORY (fill in below, beginning with most current employment).**

Most recent employer	Address	Phone
Date Started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor		
Description of duties	Reason for leaving	

Employer	Address	Phone
Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor		
Description of duties	Reason for leaving	

Employer	Address	Phone
Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor		
Description of duties	Reason for leaving	

**NOTE: Please explain any gaps in employment**

**APPLICANT'S CERTIFICATION AND AGREEMENT**

*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 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 CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR 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.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

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

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 \_\_\_

## REFERENCES

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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) \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE**

Arrange Interview:  Yes  No

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Position interviewed for: \_\_\_\_\_

Starting date: \_\_\_\_\_

Pre-employment screenings scheduled? \_\_\_\_\_

Hired  Yes  No Position: \_\_\_\_\_

Pay Rate/Salary \$ \_\_\_\_\_ Department \_\_\_\_\_

Hired by \_\_\_\_\_ Date: \_\_\_\_\_