

Application for Employment



NORRIDGE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Norridge 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, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. THOSE APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION / INTERVIEW PROCESS SHOULD NOTIFY THE HUMAN RESOURCES MANAGER.

Date of Application: _____ E-mail: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Home Phone Number: _____ Cell Phone Number: _____

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 dates _____

Are you currently employed? ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

Are you legally eligible for employment in the USA? ___ Yes ___ No

Application for (check applicable):

_____ Parks Department _____ Early Care / Preschool
_____ Recreation Department _____ Pool / Fitness Center

Position applied for: _____

Type of Work Desired: ___ Part Time Employment ___ Full Time Employment ___ Seasonal (90 days or less)

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

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.

If yes, describe: _____

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.

Have you served in the U. S. Armed Forces (include National Guard or Reserves)? _____ YES _____ NO

If yes, dates of duty: _____ Branch of service: _____

Applicable skills acquired: _____

EDUCATIONAL BACKGROUND

| EDUCATION | SCHOOL Name/Location | Number of Years Completed | Major | Degree/Diploma |
|------------------------------|-------------------------|------------------------------|-------|----------------|
| High School | | | | |
| College/University | | | | |
| Other Training, Education | | | | |

EMPLOYMENT EXPERIENCE

| | | |
|------------------------------|---------------------|--------------------|
| _____ | _____ | _____ |
| 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.

SKILLS & QUALIFICATIONS

Please list any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

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 OFFICE.

Are you capable of performing in a reasonable and safe manner, with or without reasonable accomodation, the essential job duties for the job or position for which you have applied?

Yes ___ No ___

REFERENCES

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

| Name (and Title, if applicable) | Relationship to You | Telephone | Years Known |
|---------------------------------|---------------------|-----------|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

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 _____

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: _____