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PARK DISTRICT

235 E. Beech Drive, Schaumburg, IL 60193 • 847/985-2115

Application for Employment

This Application for Employment shall be considered active for one year

The Schaumburg Park District is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, ancestry, marital status, unfavorable discharge from the military, handicap, disability, or any other legally protected status, all in accordance with applicable law.

PERSONAL DATA (Please print)

Today's Date: _____/_____/_____

Name: _____
Last First Middle Initial

Present Address: _____
Street City State/Zip

Permanent Address: _____
Street City State/Zip

Daytime Phone: _____ Evening Phone: _____
(Area Code) Number (Area Code) Number

Position(s) Applied For: _____ Are you 16 years or older? Yes No

Type of Employment Desired: Full-time Part-time Seasonal Temporary

If you are seeking seasonal employment, are you able to work the entire year? Yes No

What date are you available to begin work? _____/_____/_____

Have you ever filed an application with us before? If yes, give approximate date(s): _____/_____/_____

Have you ever been employed by us before? Yes No If yes, approx. date(s): _____

Position: _____ Supervisor: _____

Are you currently employed? Yes No

If yes, may we contact your employer? Yes No

Do you hold special licenses or certifications which would make you uniquely qualified for employment here?

Yes No If yes, please list license or certification numbers and expiration date(s) below:

_____/_____/_____

_____/_____/_____

Do you hold a valid driver's license? Yes No Driver's License No. _____ Class: _____

Are you legally eligible for employment in this country? Yes No

Proof of U.S. Citizenship or immigration status will be required upon employment.

Have you ever been convicted of a felony? Yes No

If yes, When? _____ Where? _____

What Charge? _____

NOTE:

The Schaumburg Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and will perform a criminal background check for applicants for all positions, including the position for which you have applied. Conviction of offenses stated in subsection 8-23 of said statute will automatically disqualify the applicant from consideration for working for the Park District. Applicants are not obligated to disclose sealed or expunged records of conviction. All other convictions shall be considered in relationship to the specific job applied for.

Educational Background

Education	Name	City/State	Graduated Y/N	Area of Study
High School				
College				
Other				

Describe any specialized training, apprenticeships, or extra-curricular activities completed or honors received or additional information that will be helpful to us on considering your application.

Employment History

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude those activities which indicate race, color, religion, sex, national origin, age, ancestry, marital status, unfavorable discharge from the military, physical or mental handicap or disability unrelated to job requirements, or any other legally protected status.

Employer _____	Address _____
Telephone (____) _____	Dates Employed _____ to _____ Immediate Supervisor _____
Job Title _____	Starting Hourly Rate/Salary\$ _____ Final Hourly Rate/Salary\$ _____
Work Performed _____	
Reason for Leaving _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Employer _____	Address _____
Telephone (____) _____	Dates Employed _____ to _____ Immediate Supervisor _____
Job Title _____	Starting Hourly Rate/Salary\$ _____ Final Hourly Rate/Salary\$ _____
Work Performed _____	
Reason for Leaving _____	May we contact this employer? ___ Yes ___ No
Employer _____	Address _____
Telephone (____) _____	Dates Employed _____ to _____ Immediate Supervisor _____
Job Title _____	Starting Hourly Rate/Salary\$ _____ Final Hourly Rate/Salary\$ _____
Work Performed _____	
Reason for Leaving _____	May we contact this employer? ___ Yes ___ No

Please explain any gaps in employment: _____

Personal References

Please give us the names, address and telephone numbers of three references who are not related to you and who are not previous employers.

Name	Street Address, City, State & Zip	Daytime & Evening Phone Number
		Day () Evening ()
		Day () Evening ()
		Day () Evening ()

Applicant's Statement

Please read the following information carefully and completely

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be grounds for both disqualification from consideration for employment, or dismissal from any subsequent employment at the Park District.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for damage that may result from furnishing same to you.

I understand and agree to conform to the Park District's rules and regulations. I agree that my employment is "at-will" and is for no definite period and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, 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.

Signature of Applicant Date

DO NOT WRITE BELOW THIS LINE

Application Received At: _____ By: _____

Application Processed By: _____ Date: _____

Interviewed By: _____ Date: _____

Remarks: _____

Application Reviewed By: _____ **Date:** _____

Professional References		
Name	Comments	Date

Personal References		
Name	Comments	Date

Hired By: _____ Date: _____

Position: _____ Start Date: _____

Salary/Hourly Rate of Pay: \$ _____ Supervisor: _____

Notes: _____
