

Pleasant Dale Park District ~ Application for Employment

The Pleasant Dale Park District is an Equal Opportunity Employment employer. Employment with the Pleasant Dale Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, religion, sex, veteran status, national origin, marital status, physical or mental disability or any other legally protected status. **THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE SUPERINTENDENT OF FINANCE AND PERSONNEL.**

Position(s) applied for: _____ Available to Start: _____

Full Name: _____ Phone: _____

Full Address: _____

If applying for a seasonal position, indicate the last date you can work: _____

If you are under 16, can you furnish a work permit? Yes ___ No ___

Have you ever filed an application here before? Yes ___ No ___ If yes, please give date: _____

Have you ever been employed here before? Yes ___ No ___ If yes, please give date: _____

Are you employed now? Yes ___ No ___ May we contact your current employer? Yes ___ No ___

Are you a citizen or lawful resident of the U. S.? Yes ___ No ___ (Proof may be required for employment)

Have you ever been convicted of any felony? Yes ___ No ___ If yes, please describe: _____

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

Branch of service: _____ Applicable skills acquired: _____

EMPLOYMENT EXPERIENCE (start with most current employer)

Employer Name	Address	Phone
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Start Date	Starting Position	Starting Salary
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End Date	Ending Position	Ending Salary
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Name of Supervisor	Reason for Leaving	Duties
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Employer Name	Address	Phone
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Start Date	Starting Position	Starting Salary
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End Date	Ending Position	Ending Salary
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Name of Supervisor	Reason for Leaving	Duties
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Employer Name	Address	Phone
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Start Date	Starting Position	Starting Salary
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End Date	Ending Position	Ending Salary
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Name of Supervisor	Reason for Leaving	Duties
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EDUCATION & INTERESTS

	Middle School	High School	College/University	Graduate/Professional
School Name				
Years Completed (Circle)	6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree (Circle)	Not Applicable	Yes / No	Yes / No	Yes / No
Course of Study	Not Applicable			

Specialized training, skills and extracurricular activities: _____

Honors Received: _____

Special Interests or any additional information you feel may be helpful to us in considering your application: _____

REFERENCES

Please list the name, address and phone number of two references who are not related to you and who are not previous employers:

DO NOT ANSWER THIS QUESTION UNLESS YOU KNOW THE ESSENTIAL REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. YOU MAY OBTAIN A COPY OF THE JOB DESCRIPTION AT THE ADMINISTRATIVE 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 ___

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.

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 Pleasant Dale 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 90 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

Arrange Interview: ___ YES ___ NO Date _____ Time _____
 Position interviewed for _____ Starting Date: _____
 Pre-employment screenings scheduled? _____ Department _____
 Hired: ___ YES ___ NO Position _____ Interviewed by _____
 Pay Rate/Salary _____ Date _____
 Hired by _____

Equal Opportunity Employer