



2222 Birch Street, Des Plaines, IL 60018 • 847-391-5700 • Fax: 847-391-5707

Application for Employment

This Application for Employment shall be considered active for 45 days

The Des Plaines 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.

General Information (please print)

Today's Date: ____/____/____

Position(s) Applied For: _____

Name: _____
(last) (first) (middle initial)

Address: _____
(street) (city) (state) (zip code)

Daytime Phone: (____) _____ Evening Phone: (____) _____

Social Security Number: _____

E-mail Address: _____

Emergency Contact: _____
(Name) (Relationship) (Phone)

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

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

Hours Available to Work (please enter the times during the day you are available to work below):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

On what date are you available to begin work? ____/____/____

Are you able to perform the essential functions of the job for which you are applying, with or without accommodation? Yes No

If no, please explain: _____

Have you ever filed an application with us before? Yes No

If yes, give date: ____/____/____

Have you ever been employed by us before? Yes No

If yes, give dates: From ____/____/____ To ____/____/____

Position most recently held: _____

Are you currently employed? Yes No
 If yes, may we contact your present employer? Yes No

Do you hold any special licenses or certifications which would make you uniquely qualified this job? (i.e., pesticide handling/spraying; food handling; WSI, etc.). Yes No

If yes, please list the licenses or certification numbers and expiration dates below:

_____ / ____ / ____
 _____ / ____ / ____

Are you legally eligible for employment in this country? Proof of U.S. citizenship or immigration status will be required upon employment. Yes No

Do you hold a driver's license? Yes No

Driver's License Number: _____ Class: _____ State: _____

Have you ever been convicted of a felony? Yes No
 If Yes, please explain: _____

Note: The Des Plaines 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 (c) of said statute will automatically disqualify the applicant from consideration for working for the Park District. All other convictions shall be considered in relationship to the specific job applied for. Applicants are not required to disclose any sealed or expunged convictions.

Educational Background

	High School	Junior College or Technical School	College or University
School Name and City			
Number of Years Completed			
Diploma/Degree & Course of Study			

Educational, Professional and Other Activities

Complete the following section with the appropriate information. Exclude those activities that 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.

Describe any specialized training, apprenticeships, or extra-curricular activities completed or honors received:

Summarize your special job-related skills and qualifications from your educational, professional, business, civic and/or other experiences:

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? __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

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, addresses and telephone numbers of three references who are not related to you and who are not previous employers:

	Name	Street Address, City, State and Zip Code	Daytime and Evening Telephone Numbers
1.			Day () Eve. ()
2.			Day () Eve. ()
3.			Day () Eve. ()

State any additional information that you feel will be helpful to us in considering your application:

Applicant's Statement

Please read the following information carefully and completely

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 such 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 an 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 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