

# HICKORY HILLS PARK DISTRICT

## Application For Employment

HICKORY HILLS PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Hickory Hills 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 ACCOMMODATION FOR THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE PARK DISTRICT OFFICE.

Date of Application: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

(Last)

(First)

(Middle)

Address: \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Phone Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

If you are under 16 years of age, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed with us? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, give date \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Available for: \_\_\_\_\_ Part Time Employment \_\_\_\_\_ Full Time Employment \_\_\_\_\_ Seasonal

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 subjected to recall? Yes \_\_\_\_\_ No \_\_\_\_\_

### REFERENCES

Give name, address and telephone number of three references (21 years of age or older) who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### EDUCATIONAL BACKGROUND

| EDUCATION   | SCHOOL<br>Name / Location | Number of Years<br>Completed | MAJOR | Degree / Diploma<br>YES / NO |
|-------------|---------------------------|------------------------------|-------|------------------------------|
| High School |                           |                              |       |                              |

**EDUCATIONAL BACKGROUND continued:**

| EDUCATION                 | SCHOOL Name / Location | Number of Years Completed | MAJOR | Degree / Diploma YES / NO |
|---------------------------|------------------------|---------------------------|-------|---------------------------|
| College/University        |                        |                           |       |                           |
| Other Training/ Education |                        |                           |       |                           |

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 employment. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

Are you currently serving, or have you served in the U.S. Armed Forces (including National Guard or Reserves)?

Date of Duty: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Applicable skills acquired: \_\_\_\_\_

**WORK HISTORY (beginning with the most current employment):**

|                              |                     |       |
|------------------------------|---------------------|-------|
| Most recent employer         | Address             | Phone |
| Date started                 | Starting position   |       |
| Date resigned / terminated   | Position on leaving |       |
| Name and title of supervisor |                     |       |
| Description of duties        | Reason for leaving  |       |

**WORK HISTORY (continued):**

|                              |                     |       |
|------------------------------|---------------------|-------|
| Most recent employer         | Address             | Phone |
| Date started                 | Starting position   |       |
| Date resigned / terminated   | Position on leaving |       |
| Name and title of supervisor |                     |       |
| Description of duties        | Reason for leaving  |       |

|                              |                     |       |
|------------------------------|---------------------|-------|
| Most recent employer         | Address             | Phone |
| Date started                 | Starting position   |       |
| Date resigned / terminated   | Position on leaving |       |
| Name and title of supervisor |                     |       |
| Description of duties        | Reason for leaving  |       |

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

**Please list skills, licenses, training, etc. applicable to 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 CYNTHIA NEAL CENTER.

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 \_\_\_\_\_

I CERTIFY THAT ALL 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 TERMINATE 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.

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 _____                      |                   |
| Pay Rate / Salary \$ _____                     | Department: _____ |
| Hired by: _____                                | Date: _____       |