



105 S. Spruce Street
Washington, Illinois 61571
Application for Employment

This Application for Employment shall be considered active for 45 days

The Washington 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, veteran status, handicap, disability, or any other legally protected status, all in accordance with applicable laws.

General Information (please print)

Date of Application: ___/___/___

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

Address: ___ (street address) ___ (city) ___ (state) ___ (zip code)

Home Phone: (____)_____ Cell/Other Phone: (____)_____

E-mail Address: _____

Please list the specific jobs (and location, if applicable) that you're applying for (Example: Lifeguard at Park Pool).

NOTE: Applications that do not list the specific job(s) you are applying for cannot be considered.

Type of employment you are applying for: [] Full-time [] Part-time [] Seasonal

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

Hours you are available to work (enter the times you are available to work below):

Table with 7 columns (Sunday-Saturday) and 2 rows (From, To) for availability hours.

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 the accommodation you need: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? [] Yes [] No

Have you ever been employed by us before? [] Yes [] No

If yes, most recent dates of employment: From ___/___/___ To ___/___/___

Position most recently held: _____

Are you legally eligible for employment in this country? Valid eligibility to work in the U.S. documentation is required upon employment. Yes No

Do you hold a valid driver's license? Yes No

Do you hold a valid CDL (commercial driver's license?) Yes No

Have you ever been convicted of a felony or misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug-related statute? Yes No

If yes, please explain: _____

Note: The Washington 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 or arrests.

Educational Background

	High School Attended	Jr. College, Trade School or College/University Attended
School Name, City and State		
Number of Years Completed		
Diploma/Degree & Course of Study		

Certifications, 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.

If you hold any special licenses or certifications which would make you uniquely qualified for the position you are seeking, please list the license or certification number and expiration dates below:

_____ / ____ / ____
_____ / ____ / ____

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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	Phone Numbers
1.			Home () Cell ()
2.			Home () Cell ()
3.			Home () Cell ()

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

Applicant's Statement

Please read the following information carefully and completely

I certify that all the information submitted 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 of Application