



Creating Community through People, Parks and Programs

EMPLOYMENT APPLICATION FORM

Lindenhurst Park District IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with Lindenhurst 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, sexual orientation, veteran status, national origin, marital status, mental or physical disability, pregnancy or related medical conditions or any other legally protected status.

APPLICANTS WHO REQUIRE A REASONABLE ACCOMODATION TO APPLY/INTERVIEW SHOULD CALL 847-356-6011

Date of Application _____ Position applied for _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____

Email address: _____

1. Are over 16 years of age? ___ Yes ___ No
2. Have you submitted an application here before? ___ Yes ___ No
3. Have you ever been employed with us before? ___ Yes ___ No
If yes, give dates _____
4. Are you currently employed? ___ Yes ___ No
5. May we contact your **present** employer? ___ Yes ___ No
Note: We reserve the right to contact all **past** employers as part of our reference checks.
6. Are you legally eligible for employment in this country? ___ Yes ___ No
7. _____ Part-time Employment _____ Full-time Employment _____ Seasonal
8. Days/hours **not** available to work: _____
9. Will you be able to meet the attendance requirements of the position? ___ Yes ___ No
10. Desired salary/wage? _____ Date available to begin work: _____
11. Are you currently on "lay-off" status and subject to recall? ___ Yes ___ No

Education

	School Name/Location	Years Completed	Major	Degree/Diploma
High School				
College/ University				
Other Training, Education				

Employment History (fill in below, beginning with most current employment)

Most recent employer	Address	Phone

Start Date	Position	

End Date	Name and title of supervisor	

Description of duties	Reason for leaving	

Employer	Address	Phone

Start Date	Position	

End Date	Name and title of supervisor	

Description of duties	Reason for leaving	

Employer	Address	Phone

Start Date	Position	

End Date	Name and title of supervisor	

Description of duties	Reason for leaving	

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 BUSINESS 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 ___

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 PARK DISTRICT THAT 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 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 the Park 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. Pursuant to said statute, certain convictions shall automatically disqualify the applicant from consideration for working for the Park 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. Applicants are not obligated to disclose sealed or expunged records of conviction. Further, the Park District complies with all aspects of the Illinois Human Rights Act and other applicable laws regarding, for instance, requirements for pre-adverse action notices, adverse action notices and interactive discussions to determine the relevance of convictions to the job position.

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 _____

EMPLOYMENT REFERENCES

Please list contact information for at least 2 previous employers (who are not related to you) that we may contact as an employment reference. If you do not have previous employment, list contact information for 3 people who are unrelated to you that we may contact as a character reference.

Employer/Reference 1 _____

(Check One) Past Employer Other

Contact Name _____ Email _____

Address _____

City/State/Zip _____ Phone _____

Employer/Reference 2 _____

(Check One) Past Employer Other

Contact Name _____ Email _____

Address _____

City/State/Zip _____ Phone _____

Employer/Reference 3 _____

(Check One) Past Employer Other

Contact Name _____ Email _____

Address _____

City/State/Zip _____ Phone _____

For office use only

Arrange Interview Yes No

Date _____ Time _____ Interviewed by _____ On Time? Yes No

Position interviewed for _____ Position Offered Yes No

Pre-employment screenings Required/Scheduled? _____

Accepted Position Yes No Title _____ Start Date _____

Pay Rate _____ Department _____

Hired by _____ Date _____