



# Application for Employment

**Please Print.** If you need accommodation to complete this application, please call the Administration Office at 630-665-4710.

The Wheaton Park District is an Equal Opportunity Employer. Employment with the Wheaton 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.

Today's Date \_\_\_/\_\_\_/\_\_\_ Email Address: \_\_\_\_\_

Name \_\_\_\_\_ Position(s) applied for: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

School Address \_\_\_\_\_ School Phone (\_\_\_\_\_) \_\_\_\_\_

If you are under 16, can you furnish a work permit?  Yes  No Age:  14 & 15  16-18  18 & over

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 United States?  Yes  No (*Proof of citizenship or immigration may be required for employment.*)

On what date would you be available for work? \_\_\_/\_\_\_/\_\_\_ Are you available to work  full time  part-time  seasonal  temporary

If applying for a part-time seasonal position, what is the last date you can work? \_\_\_/\_\_\_/\_\_\_

Hours available to work - please enter the times during the day you are available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From/To							

Are you on a lay-off and subject to re-call?  Yes  No Do you have a valid Illinois driver's license?  Yes  No

Have you been convicted of a felony or a misdemeanor including but not limited to dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute?  Yes  No

(Do not report any conviction which has been expunged, sealed, or impounded. Conviction will not necessarily disqualify applicant from employment.)

If yes, please provide the year of conviction, the jurisdiction of the conviction, and the nature of the conviction. \_\_\_\_\_

## Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex, ancestry, or national origin.

[1] Employer \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Dates Employed: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Supervisor \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

[2] Employer \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Dates Employed: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Supervisor \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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

*Please complete the other side.*

## Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences, whether paid or volunteer: \_\_\_\_\_

List professional, trade, school, business or civic activities in which you have been involved or have held office: (*You may exclude those which indicate race, color, religion, sex, ancestry or national origin.*) \_\_\_\_\_

Give name, address, and telephone number of three references who are not related to you and who are not previous employers:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate the languages you speak, read, and/or write:

	<u>Fluent</u>	<u>Good</u>	<u>Fair</u>
Speak _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed ( <i>circle</i> )	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Describe specialized training, apprenticeship, skills, and extracurricular activities: \_\_\_\_\_

Honors Received: \_\_\_\_\_

Please provide any additional information which you feel may be helpful to us in considering your application: \_\_\_\_\_

**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

How did you hear about this position with the Wheaton Park District? \_\_\_\_\_

The Wheaton Park District (herein referred to as "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. Conviction of offenses enumerated in subsection (c) of said statute 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 required to disclose sealed or expunged records of conviction.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained and information requested in this application for employment as may be necessary to arrive at an employment decision. I understand that this application is not, and is not intended to be a contract of employment. I also understand that in the event of employment, I may be subject to discharge for any false or misleading statements or material omissions made in connection with my application for employment. I understand also that I am required to abide by all rules and regulations of the Park District.

I authorize the Park District to make a thorough investigation of my past employment, education, and job-related activities. I waive any right I have to notice, as provided by Illinois Revised Statute, Chapter 48, Section 2007, from any individuals or organizations named or referred to in this application prior to the release of any information to the Wheaton Park District. I hereby authorize all individuals in organizations named or referred to in this application and any law enforcement organization, state agency, investigative organization, or other governmental body to provide the Park District all information relative to such investigations and hereby release such individuals, organizations and the Park District from any and all liability for any claim or damage resulting therefrom. I further understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration for employment, or my immediate discharge if I am hired, regardless of when discovered. 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 hereby authorize the Park District to conduct work history and reference checks. I waive written notice from my current and prior employers and authorize them to release information regarding any disciplinary action taken against me within the past four years. I further release the officers, agents, and employees of both the Park District and my current and prior employers from any liability arising from disclosure of personnel records and information. 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(Office Use Only)

<b>Notes:</b> _____ _____ _____ _____
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