

MOKENA COMMUNITY PARK DISTRICT
10925 LaPorte Road, Mokena, IL 60448
Phone (708) 390-2401 Fax (708) 479-5381
www.mokenapark.com

EMPLOYMENT APPLICATION

DATE _____

Rev. 11/12

THE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the 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, sexual orientation, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE HUMAN RESOURCE MANAGER.

PERSONAL DATA

| | | | | |
|--|------------|--|------------|----------------------------------|
| Name (last) | First | Middle | | |
| Address (Street) | City/State | Zip | Home Phone | Cell Phone |
| E-Mail Address | | Are you 16 years of age or older? <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Are you a citizen of the USA or have a legal right to work in the U.S.? | | <input type="checkbox"/> yes <input type="checkbox"/> no | | (employment subject to I-9 form) |
| Have you ever been convicted of any felony? | | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| If you answered "Yes", please provide date of conviction, county of conviction and nature of conviction. _____ | | | | |
| Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? | | <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Have you filed an application here before? (if yes, give date) | | <input type="checkbox"/> yes <input type="checkbox"/> no | | |

AVAILABILITY

| | | | | | | |
|--|---|---|-----------|----------|--------|----------|
| Positions/departments you are applying for | Date available to start work | Pay Range expected | | | | |
| <input type="checkbox"/> Full Time <input type="checkbox"/> Other: <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Only | I am available to work: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter | If available only for Part Time or Seasonal, list reason you are limited: | | | | |
| When are you available to work? | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Hours Available | | | | | | |

EDUCATION

| | NAME & ADDRESS OF SCHOOL | COURSE OF STUDY | YEARS COMPLETED | DIPLOMA/ DEGREE |
|------------------------------------|--------------------------|-----------------|-----------------|-----------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE/BUSINESS/ CORRESPOND. SCHOOL | | | | |

The Park District is required by state statute (70 ICLS 1205/8-23) to obtain criminal conviction information concerning **all** applicants, and shall perform a criminal background check for applicants for **all** positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose any sealed or expunged records of convictions.

EMPLOYMENT HISTORY

| | | |
|--|---|---------------------|
| Company Name | Address | Telephone No. |
| Name of immediate supervisor | | |
| <input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company and it is OK to contact this person. <input type="checkbox"/> I am currently employed at this company, please do NOT contact this person. | | |
| Start wage \$ | Final wage \$ | Reason for leaving? |
| Start Date ___/___/___ | Final Date ___/___/___ | |
| Job title or position | Describe your duties and responsibilities | |

| | | |
|--|---|---------------------|
| Company Name | Address | Telephone No. |
| Name of immediate supervisor | | |
| <input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company and it is OK to contact this person. <input type="checkbox"/> I am currently employed at this company, please do NOT contact this person. | | |
| Start wage \$ | Final wage \$ | Reason for leaving? |
| Start Date ___/___/___ | Final Date ___/___/___ | |
| Job title or position | Describe your duties and responsibilities | |

| | | |
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| Company Name | Address | Telephone No. |
| Name of immediate supervisor | | |
| <input type="checkbox"/> I am no longer employed at this company. <input type="checkbox"/> I am currently employed at this company and it is OK to contact this person. <input type="checkbox"/> I am currently employed at this company, please do NOT contact this person. | | |
| Start wage \$ | Final wage \$ | Reason for leaving? |
| Start Date ___/___/___ | Final Date ___/___/___ | |
| Job title or position | Describe your duties and responsibilities | |

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 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 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 CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE PARK DISTRICT.

I understand that if I am hired, I will be required to provide proof of identity and eligibility to work in the United States.

Date _____

Signature of Applicant _____