



**CHANNAHON
PARK DISTRICT**

Application for Employment

Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

PLEASE USE THIS APPLICATION TO CONSIDER ME FOR POSITIONS IN THE FOLLOWING AREA(S):
(INDICATE FIRST, SECOND, THIRD CHOICE BY NUMBERING YOUR SELECTIONS)

RECREATION:

Skateland ____ Tomahawk Aquatic Center ____ Facility Maintenance: ____ Recreation Programs (list below): ____

PARKS: Park Maintenance ____

CLERICAL: Office: ____

GOLF: Golf Course Maintenance: ____

Golf Clubhouse Staff: ____ Wait Staff ____ Pro Shop ____ Starter ____ Player Assistant ____

HERITAGE CROSSING FIELD HOUSE: Fitness Center ____ Gym Supervisor ____ Front Desk ____ Other ____

Personal information

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Street) (City) (State) (Zip Code)

Permanent Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____ Best Time To Call: _____

If related to anyone in our employ, state name and department (omit name of spouse): _____

Referred By: _____

If you are under 16 years of age, can you provide required proof of your eligibility to work? () YES () NO

Have you ever been employed with us before? () YES () NO

If YES, give date: _____

If you are currently employed, may we contact your employer? () YES () NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? () YES () NO

Do you have transportation available if job requires travel? () YES () NO

Have you been convicted of a felony within the last 7 years? () YES () NO

Conviction will not necessarily disqualify an applicant from employment. Please explain: _____

Educational information

Name & Location of School	Graduated-YES or NO	Major	Subjects
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
TRADE/BUSINESS/CORRESPONDENCE SCHOOL			

Describe any specialized training, apprenticeship, skills and extra curricular activities.



Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities or other protected status.

Employer: _____ Dates Employed: From _____ To _____

Work performed: _____

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

Telephone Number(s): _____ Hourly Rate/Salary Start: _____ Final: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Employer: _____ Dates Employed: From _____ To _____

Work performed: _____

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

Telephone Number(s): _____ Hourly Rate/Salary Start: _____ Final: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Employer: _____ Dates Employed: From _____ To _____

Work performed: _____

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

Telephone Number(s): _____ Hourly Rate/Salary Start: _____ Final: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Employer: _____ Dates Employed: From _____ To _____

Work performed: _____

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

Telephone Number(s): _____ Hourly Rate/Salary Start: _____ Final: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

References

Give the names of three persons not related to you whom you have known at least one year.

Name: _____ **Years Acquainted:** _____

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

Telephone Number: _____ **Business:** _____

Name: _____ **Years Acquainted:** _____

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

Telephone Number: _____ **Business:** _____

Name: _____ **Years Acquainted:** _____

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

Telephone Number: _____ **Business:** _____

Additional Information

State any additional information you feel may be helpful to us in considering your application.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be active for a period of time not to exceed 90 days. Any applicants wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being considered at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that it is illegal to falsify information on this application. I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

THIS PAGE FOR PARK DISTRICT USE ONLY

Date Received: _____

By: _____

Acknowledgement sent: _____

Given to: _____

Forwarded to: _____

Date: _____

Disposition/Notes: _____

Final Disposition: _____



**CHANNAHON
PARK DISTRICT**

Est. 1971

Arrowhead Community Center
24856 W. Eames Street
Channahon, IL 60410

Revised 03/06