

Attention: _____

APPLICATION FOR EMPLOYMENT

Position/Facility applying for; be specific:



Joliet Park District does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge or any other unlawful basis in the recruitment, selection or employment of its employees. Individuals requiring special accommodations in the application process should contact the District's business manager. Joliet Park District is an equal opportunity employer.

IMPORTANT - PLEASE NOTE

This application should be completed in its entirety.
If requested information is omitted, please explain.

PERSONAL INFORMATION

Date _____ Email _____

_____ Last Name _____ First Name _____ Middle Initial _____

_____ Number and Street _____ City _____ State _____ Zip Code _____ Telephone (Home) _____

Are you lawfully permitted to work in the United States? YES _____ NO _____ Telephone (Cell) _____

Do you have relatives working for the Joliet Park District? YES _____ NO _____ If yes, what department? _____

Have you ever been employed by the Joliet Park District? YES _____ NO _____

If "Yes," department _____ from _____ to _____ Position held _____

Salary Requirement \$ _____ per hour

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? YES _____ NO _____

If required, will you work: Full Time _____ Part Time _____ Rotating Shifts: YES _____ NO _____ Overtime: YES _____ NO _____ Saturdays: YES _____ NO _____ Sundays: YES _____ NO _____ Date you can start _____

EDUCATION & TRAINING

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters _____ Doctorate _____

Last High School Attended/Address: _____ Major Course Studied _____ Graduated/Degree YES _____ NO _____ Average GPA _____

College or University/Address: _____ Major Course Studied _____ Graduated/Degree YES _____ NO _____ Average GPA _____

College or University/Address: _____ Major Course Studied _____ Graduated/Degree YES _____ NO _____ Average GPA _____

Other School (Technical, Vocational, Graduate, etc./Address): _____ Major Course Studied _____ Graduated/Degree YES _____ NO _____ Average GPA _____

List any scholarships, academic honors, awards or special achievements: _____

SKILLS

Please list any skills you have that are appropriate for the position you are applying for (include any computer software programs in which you are knowledgeable): _____

List machine tools or heavy equipment you can operate: _____

List any trades or vocational technical skills: _____

State fully why you believe you are qualified for this position: _____

Interests, accomplishments or other specialized abilities or skills: _____

ADDITIONAL NOTES/INFORMATION YOU WOULD LIKE US TO KNOW:

EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT employer, list your last three positions in consecutive order. Include military, summer, temporary or part-time work. If additional space is needed, please attach a sheet of paper.

Company Name _____ Reason for Leaving _____
Address _____ Dates employed: From _____ to _____
Supervisor's Name _____ Starting Salary: _____ Ending Salary: _____
Position/Responsibilities _____

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Address _____ Dates employed: From _____ to _____
Supervisor's Name _____ Starting Salary: _____ Ending Salary: _____
Position/Responsibilities _____

May we contact past employers: YES ___ NO ___ If no, explain _____

May we contact present employers: YES ___ NO ___ If yes, contact name and phone number: _____

Have you even been discharged or requested to resign from any position? YES ___ NO ___ If yes, explain _____

EMPLOYMENT AND EDUCATIONAL REFERENCES

If you attended school in the last 2 years, include two faculty references

Name	Occupation	Address
1. _____	_____	_____
2. _____	_____	_____
3. (Faculty) _____	_____	_____
4. (Faculty) _____	_____	_____

Have you ever been convicted of, or pled guilty to, any criminal offense other than minor traffic offenses? YES ___ NO ___

(Applicants do not have to disclose expunged or sealed records)

Please read the following carefully before signing this application form:

You will not be notified when reference checks are made using the names of individuals which you have supplied above. However, on occasion your consent may be requested to obtain information through interviews with third parties, such as family members, business associates, financial sources or others with whom you are acquainted. You may make a written request for a copy of this information within 60 days of the date your consent was given. If you do not give your consent to the check, then your consideration as a candidate for employment will be withdrawn. The information furnished in this application is accurate and complete and I understand that falsification of information may cause for discharge. Should the Joliet Park District extend to me an offer of employment, I understand that I do not have a written contract of employment with the Joliet Park District, that the

Joliet Park District has not agreed to retain me for any specified period of time and that I am not obligated to work for the Joliet Park District for any specified period of time.

I certify that the information in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

By submitting this application, I authorize the Joliet Park District to conduct a criminal history background check, should I be considered as a candidate for employment.

Signature of applicant _____ Date _____

NOTIFY IN CASE OF EMERGENCY:

Name _____ Phone _____

If hired, you will be required to produce a Social Security card and other proofs of identification as required by Federal, State and local authorities before beginning to work.