

EMPLOYMENT APPLICATION



DE KALB PARK DISTRICT
1403 Sycamore Road DeKalb, IL 60115
815.758.6663 Fax 815.758.4081
www.dekalbparkdistrict.com

THE DEKALB PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

Employment with the DeKalb 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, military status, unfavorable discharge from military service, national origin, ancestry, sexual orientation, political affiliation, marital status, mental or physical disability or any other legally protected status.

EMPLOYMENT AT-WILL STATEMENT

I understand that I am an at-will employee and as such, employment with the DeKalb Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice

APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE ADMINISTRATION OFFICE

Please Use Black or Blue Ink

Date of Application: _____

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

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

E-mail: _____

Phone Number: _____ Social Security #: _____

Do you currently hold a valid Illinois driver's license? _____ Yes _____ No

Driver's License #: _____ (If driving is an essential job function.) Class: _____

If you are under 16 years of age and it is required, can you furnish a work permit?
____ Yes ____ No

Position applied for: _____

Desired wage: _____ Date available to begin work: _____

Have you submitted an application here before? ____ Yes ____ No

Have you ever been employed with us before? ____ Yes ____ No

If Yes, give dates: _____

Are you currently employed? ____ Yes ____ No

May we contact your present employer? ____ Yes ____ No

Are you legally eligible for employment in this country? ____ Yes ____ No

Type of Employment Desired: ____ Full Time ____ Part Time ____ Seasonal

If you are seeking seasonal employment, are you able to work the entire season?
____ Yes ____ No

Hours available to work (please enter the times during the day you are available to work below):

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |
| | | | | | | |

Are you willing to work weekends or overtime if required? ____ Yes ____ No

Are you currently on "lay-off" status and subject to recall? ____ Yes ____ No

Have you served in the U. S. Armed Forces (include National Guard or Reserves)
____ Yes ____ No Date of duty: _____

Branch of service: _____ Applicable skills acquired: _____

EDUCATIONAL BACKGROUND (fill in below):

| EDUCATION | SCHOOL Name/Location | Number of Years Completed | MAJOR | YES/NO Degree/Diploma |
|---------------------------|----------------------|---------------------------|-------|-----------------------|
| High School | | | | |
| College/ University | | | | |
| Other Training, Education | | | | |

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

Note to Applicant: 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 ADMINISTRATION 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_____

WORK HISTORY (begin with most current employment):

| | | |
|------------------------------|-------------------|---------------------|
| Most recent employer | Address | Phone |
| Date started | Starting Salary | Starting Position |
| Date left | Salary on leaving | Position on leaving |
| Name and title of supervisor | | |
| Description of duties | | Reason for leaving |

| | | |
|------------------------------|-------------------|---------------------|
| Employer | Address | Phone |
| Date started | Starting Salary | Starting Position |
| Date left | Salary on leaving | Position on leaving |
| Name and title of supervisor | | |
| Description of duties | | Reason for leaving |

NOTE: Please explain any gaps in employment.

*DeKalb 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 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. **The applicant is not obligated to disclose sealed or expunged records.***

Have you ever been convicted of any felony? _____ Yes _____ No

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? _____ Yes _____ No

If yes, describe: _____

EMPLOYMENT/PERSONAL REFERENCES

PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, **NOT RELATED** TO YOU, THAT WE MAY CONTACT.

1. COMPANY _____
(Check One) _____ Past Employer _____ Other
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____

2. COMPANY _____
(Check One) _____ Past Employer _____ Other
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____

3. COMPANY _____
(Check One) _____ Past Employer _____ Other
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____

Name _____

**DEKALB PARK DISTRICT
SEASONAL EMPLOYEE INFORMATION**

This form must be completed and returned along with your application, so we may properly distribute to the correct departments.

(1) Indicate choice for job area(s): Parks, Recreation, or Pool. Enter first and second choices.

(2) Indicate specific positions of interest to you. Check all that apply.

PARKS

(MUST BE 18 OR ABOVE FOR PARKS)

- _____ Grass Mowing
- _____ Flower/Tree Care
- _____ Construction
- _____ Turf Maint. & Ball fields
- _____ General Maintenance
- _____ Volunteer
- _____ Others (list) _____

RECREATION

- _____ Preschool
- _____ Summer Camp
- _____ Aquatic Camp
- _____ Dance Instructor
- _____ Tennis Instructor
- _____ Fitness Instructor
- _____ Facility Supervisor
- _____ Scorekeeper
- _____ Umpire
- _____ Volunteer
- _____ Others (list) _____

POOL

- _____ Lifeguard
- _____ Concessions
- _____ Front Desk/Cashier
- _____ Managers
- _____ Pool Attendant

GOLF COURSES

- _____ Maintenance
- _____ Pro Shop/Cashier
- _____ Concessions

Please check all your current certifications:

- _____ Life Guarding
- _____ First Aid Professional Rescuer
- _____ First Aid
- _____ CPR – Infant/Child
- _____ CPR – Adult
- _____ AED
- _____ Water Safety Instructor
- _____ Others (list) _____ , _____ , _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Arrange Interview: _____ Yes _____ No

Date _____ Time _____

Interviewed by _____

Position interviewed for _____

Starting date: _____

Pre-employment screenings scheduled? _____

Hired _____ Yes _____ No Position _____

Pay Rate/Salary \$ _____ Department _____

Hired by _____ Date _____

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 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 ANYTIME. 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 90 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 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 _____