

# Skokie Park District Employment Application



Date of Application \_\_\_\_\_

The Skokie Park District is an equal opportunity employer. Employment with the Skokie 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, sexual orientation, 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.

## Applicant Information

Name \_\_\_\_\_  
(Last) (First) (Middle)

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Driver's License Number \_\_\_\_\_ (If driving is an essential job function)

D/L State \_\_\_\_\_ D/L Class \_\_\_\_\_

Have you submitted an application here before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been employed with us before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide dates \_\_\_\_\_

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Are you at least 16 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, when will you be 16 years of age? \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Position applying for \_\_\_\_\_

Available for: Part-time employment \_\_\_\_\_ Full-time employment \_\_\_\_\_ Seasonal employment \_\_\_\_\_

Desired Salary/wage? \_\_\_\_\_ Date available to begin work \_\_\_\_\_

The District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants offered employment, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. 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.

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 you answered yes to the above question(s) regarding convictions, please describe below.

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

**Educational Background (fill in below):**

	<i>School Name and Location</i>	<i>Years Completed</i>	<i>Major</i>	<i>Degree, Diploma or Certificate Earned</i>
<i>High School</i>				
<i>College/ University (List all Attended)</i>				
<i>Other Training Education</i>				

Please list skills, licenses, training, etc., applicable to the position for which you are applying; or any other qualifications that you think would assist us in evaluating your application.

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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: \_\_\_\_\_

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 \_\_\_\_

*You may request a copy of the job description for the position you are applying for by contacting Skokie Park District Human Resources, 9300 Weber Park Place, Skokie, IL 60077.*

## **Employment History**

***Begin with your current or most recent employer. Please explain any gaps in employment.***

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Employer \_\_\_\_\_

Describe duties \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Reason for leaving \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

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Employer \_\_\_\_\_

Describe duties \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Reason for leaving \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

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Employer \_\_\_\_\_

Describe duties \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Reason for leaving \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

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Employer \_\_\_\_\_

Describe duties \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Reason for leaving \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

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**Employment References**

***Please provide the name, address and phone number of three references that we may contact. Please do not include relatives or past employers.***

Name	Address	Phone Number	Years Known
1.			
2.			
3.			

**Availability**

If applying for a part-time or seasonal position, please indicate your availability below:

Days/Times Available: (please be specific) \_\_\_\_\_

**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 Skokie 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 Skokie 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 Skokie 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 Skokie Park District.

This application for employment shall be considered active for a period of time not to exceed 45 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.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*