

APPLICATION FOR EMPLOYMENT

OAK FOREST PARK DISTRICT
15601 South Central Avenue
Oak Forest, IL 60452

The Oak Forest Park District is an Equal Opportunity Employer. Your application will be considered with others in competition for all positions. Employment with the Oak Forest 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 in accordance with all applicable legal requirements. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Oak Forest Park District. The Oak Forest Park District is subject to and complies with the Drug Free Workplace Act of the State of Illinois, and we may require employment substance abuse screening and follow-up screening based on reasonable suspicion.

Complete the information as outlined in this application. Type or handprint an answer to every question, IN INK. If a question does not apply to you, so state with "N/A". You are encouraged to submit any additional information which you believe qualifies you for the position that you are applying for. Any applicant requiring reasonable accommodation to the application/interview process should notify the Human Resource Manager.

Date of Application: _____

Name: _____ Date of Birth: _____
(Last) (First) (Middle)

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

Home Phone #: _____ Cell Phone #: _____

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

- If you are under 16 years of age and it is required, can you furnish a work permit? Yes___ No___
- Are you legally eligible for employment in this country? Yes___ No___
- Are you currently employed? Yes___ No___
- If yes, may we contact your present employer? Yes___ No___

•I am applying for the following department:
____ Parks/Maintenance ____ Recreation ____ Clerical ____ Health and Fitness Center

Position applied for: _____

•I am available for: ____ Full Time Employment ____ Part Time Employment ____ Seasonal Employment

•Will you be able to meet the attendance requirements of the position? Yes___ No___

•Are you willing to work overtime if required? Yes___ No___

•Desired salary/wage? _____

•Date available to work: Begin date: _____ End date: _____

•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: _____

The Oak Forest Park District is required by state statute (70 ILCA 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. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Oak Forest Park 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. Applicants are not obligated to disclose sealed or expunged records of convictions.

•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: _____

WORK HISTORY (Fill in below, beginning with the 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		

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NOTE: Please explain any gaps in employment: _____

EDUCATIONAL BACKGROUND (fill in below)

EDUCATION	SCHOOL Name/Location	Number of years completed	Major	Degree/Diploma (Yes /No)
Elementary School				
High School				
College/ University				
Other Training Education				

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

Note to Applicants:

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 BUSINESS 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____

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 Oak Forest 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 Oak Forest 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 Oak Forest 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 Oak Forest Park District.

This application for employment will be 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 this 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: _____

PERSONAL AND/OR EMPLOYMENT REFERENCES

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

1. (Check one) Past Employer Other

COMPANY _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____

For Office Use Only _____

2. (Check one) Past Employer Other

COMPANY _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____

For Office Use Only _____

3. (Check one) Past Employer Other

COMPANY _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____

For Office Use Only _____

THIS PAGE IS FOR OFFICE USE ONLY – DO NOT WRITE IN ANY SPACE

Name of Applicant: _____

Arrange Interview: YES _____ NO _____

Interview Date _____ Time _____

Interviewed by _____

Position interviewed for _____

Comments _____

Hired: YES _____ NO _____

Starting Date _____

Pre-employment screenings scheduled? _____

Department/Position placement _____

GL# _____

Pay Rate/Salary \$ _____

Hired by: _____ Date _____

Received Forms:

W-4 _____

I-9 _____

Crim Inv _____

Signature: _____

(Supervisor)

(Director)