

# River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708.366.6660

[www.rfparks.com](http://www.rfparks.com)

## APPLICATION FOR EMPLOYMENT

THE RIVER FOREST PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the 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, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the ADA coordinator.

**PLEASE PRINT**

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_

LAST

FIRST

MIDDLE

Address \_\_\_\_\_

STREET

CITY

STATE

ZIP CODE

Telephone # (\_\_\_\_) \_\_\_\_\_

Mobile/Other Phone # (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, give date: \_\_\_\_\_

Do you have a relative currently working for the Park District?  Yes  No

If yes, please list name: \_\_\_\_\_

Type of employment desired:  Full Time  Part Time  Seasonal  Other: \_\_\_\_\_

Days and times available for work: \_\_\_\_\_

Are you currently employed?  Yes  No May we contact your current employer?  Yes  No

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

Do you have a valid Illinois Driver's License (answer this if driving is an essential job function)?  Yes  No

License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Have you ever been convicted of any felony or a misdemeanor involving theft, criminal sexual conduct, or assault and battery?  Yes  No If yes, describe: \_\_\_\_\_

The 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. 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.

### Educational Background (If job related.)

Education	School Name/Location	# of years Completed	Major	Yes/No Degree/Diploma
High School				
College/University				
Other training/education				

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: \_\_\_\_\_

**Employment History**

Provide the following information for your past two employers, assignments, or volunteer activities beginning with most recent.

Date Started:	Date Left:	Employer:	Telephone: ( )
Job Title:		Address:	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities:	
Reason For Leaving:		Hourly Rate/Salary: Start: \$ _____ per _____ Final: \$ _____ Per _____	

Date Started:	Date Left:	Employer:	Telephone: ( )
Job Title:		Address:	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities:	
Reason For Leaving:		Hourly Rate/Salary: Start: \$ _____ per _____ Final: \$ _____ Per _____	

**Skills and Qualifications**

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

**References**

Please list the name and phone number of three references, not related to you, that we may contact.

Name	Relationship	Telephone	Years Known

*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 any time. 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 any time, 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 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.

Offers of employment may be conditioned on successfully completing a drug screen.

Applicant's Signature Date: \_\_\_\_\_ Date: \_\_\_\_\_