



Application for Employment
Elk Grove Park District
 EQUAL OPPORTUNITY EMPLOYER

Name (last, first, middle) _____ Date _____

Driver's License # (if driving is an essential job function) _____

Address _____

City, State, Zip Code _____

Home Phone _____ Cell Phone _____ Email _____

Position(s) applying for: _____

Work Preference (mark all that apply) Full-time Part-time Seasonal

If employed, can you provide proof of authorization to work in the U.S.? Yes No

If you are under 16 years of age, can you furnish a work permit? Yes No Office Use

Are you related to any Elk Grove Park District employee? Yes No

If yes, who? _____

Have you previously worked for the Elk Grove Park District? Yes No Office Use

If yes, when and where? _____

Educational Record

High School: _____

Address: _____

Did you graduate? Yes No Years Attended 1 2 3 4

College/University: _____

Address: _____

Degree : _____ Years Attended 1 2 3 4

Trade School: _____

Address: _____

Certificate/Diploma: _____ Date Attended _____

Special Skills

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

Personal Data

Please list 3 references we may contact:

	Name	Phone	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Employment History

(Begin with the most recent employer. Attach additional sheet if necessary.)

1. Employer _____ Dates of Employment _____
Address _____
Phone _____ Salary _____ Title _____
Duties _____

Supervisor's Name _____
Reason for Leaving _____ May we contact? Yes No

2. Employer _____ Dates of Employment _____
Address _____
Phone _____ Salary _____ Title _____
Duties _____

Supervisor's Name _____
Reason for Leaving _____ May we contact? Yes No

3. Employer _____ Dates of Employment _____
Address _____
Phone _____ Salary _____ Title _____
Duties _____

Supervisor's Name _____
Reason for Leaving _____ May we contact? Yes No

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 a felony? Yes No Office Use
If yes, date ____/____/____ Charge _____ City/State _____

Have you ever been convicted of a misdemeanor? Yes No Office Use
If yes, date ____/____/____ Charge _____ City/State _____

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 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 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	(Rev. 05/09/08)
For office use only:		Orig. Rec. HR _____	Orig. Rev. HR _____
	Date	Department	Name
Routed to:	_____	_____	_____
Routed to:	_____	_____	_____
Routed to:	_____	_____	_____