

ROLLING MEADOWS PARK DISTRICT

Application For Employment

*All offers of employment are contingent upon passing a drug test and a criminal background check.

Rolling Meadows Park District is an equal opportunity employer. Employment 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, 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 FINANCE SUPERINTENDENT.**

Position(s) Applied For: _____ Date of Application: _____

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

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

Phone Number: _____ Cell Phone Number: _____

E-Mail Address: _____

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

If you are under 18 years of age and it is required, can you furnish a work permit? ____ Yes ____ No

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

Have you ever been employed with us before? ____ Yes ____ No If Yes, give date _____

Are you currently employed? ____ Yes ____ No

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

Application for (check applicable): _____ Parks Department _____ Custodial _____ Ice Rink
_____ Recreation Department _____ Administration/Finance

Available for: _____ Part Time Employment _____ Full Time Employment _____ Seasonal

Are you willing to work overtime as required? _____ Yes _____ No

Desired salary/wage? _____ Date available to begin work: _____

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

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 ____

EDUCATIONAL BACKGROUND (fill in below):

Education	School Name/Location	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:

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.

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.

If yes, describe: _____

Have you served in the U. S. Armed Forces (include National Guard or Reserves) _____

Date of duty: _____ Branch of service: _____

Applicable skills acquired: _____

WORK HISTORY (fill in below, beginning with most current employment).

May we contact your present/most recent employer? ___ Yes ___ No

_____	_____	_____
Most recent employer	Address	Phone
_____	_____	_____
Date started	Date left	Position

Name and title of supervisor		

Description of duties		Reason for leaving

_____	_____	_____
Most recent employer	Address	Phone
_____	_____	_____
Date started	Date left	Position

Name and title of supervisor		

Description of duties		Reason for leaving

_____	_____	_____
Most recent employer	Address	Phone
_____	_____	_____
Date started	Date left	Position

Name and title of supervisor		

Description of duties		Reason for leaving

NOTE: Please explain any gaps in employment.

REFERENCES

PLEASE LIST THE NAME AND PHONE NUMBER OF THREE PERSONS (PREFERABLY PROFESSIONAL), NOT RELATED TO YOU, WHO YOU HAVE KNOWN FOR AT LEAST ONE YEAR THAT WE MAY CONTACT.

1. NAME _____

DAY PHONE # _____ EVENING PHONE # _____

YEARS ACQUAINTED _____ RELATIONSHIP _____

2. NAME _____

DAY PHONE # _____ EVENING PHONE # _____

YEARS ACQUAINTED _____ RELATIONSHIP _____

3. NAME _____

DAY PHONE # _____ EVENING PHONE # _____

YEARS ACQUAINTED _____ RELATIONSHIP _____

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 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 U. S. Citizenship or immigration status for compliance with the Immigration Reform and Control Act.

Applicant's Signature _____ Date _____