



EMPLOYMENT APPLICATION

Name _____

Date _____

Area(s) of Interest:

- General Recreation Programs
- Swimming Pool Staff
- Fitness Center/Babysitting Room
- Pre-school
- Before and After School Program
- Camp Counselor
- Office/Administration
- Park Grounds
- Facility Maintenance
- Pinecrest Golf Course

12015 MILL ST. • HUNTLEY, IL 60142
847.669.3180

APPLICATION FOR EMPLOYMENT

(Please Print)

HUNTLEY PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Huntley 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.

Date of application _____

Position(s) applied for _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone Number () _____
Area Code

Cell Phone Number () _____
Area Code

Have you ever been employed here before? _____ Yes _____ No Date _____

Are you legally eligible for employment in the United States? _____ Yes _____ No

Are you available to work: _____ Full-Time _____ Part-Time

Are you able to work weekends? _____ Yes _____ No

Are you employed now? _____ Yes _____ No

EMPLOYMENT EXPERIENCE

Date, Month, Year	Name and Address of Employer	Position
From:		
To:		Starting _____ Salary: Final _____

Supervisor: _____ Phone # _____

Reason for leaving: _____

EMPLOYMENT EXPERIENCE (continued)

Date, Month, Year	Name and Address of Employer	Position
From:		
To:		Starting _____ Salary: Final _____

Supervisor: _____ Phone # _____

Reason for leaving: _____

Date, Month, Year	Name and Address of Employer	Position
From:		
To:		Starting _____ Salary: Final _____

Supervisor: _____ Phone # _____

Reason for leaving: _____

EDUCATION

Only complete requested areas relevant to the job for which you are applying:

	High School	Trade School	College/University	Graduate/Professional
School Name				
Years Completed: (circle)	9 10 11 12		1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Describe specialized training, skills, apprenticeships, honors and extra-curricular activities: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize Special Skills and Qualifications acquired from employment or other experiences (If you need additional space, please continue on a separate sheet of paper):

List professional, trade, business or civic activities in which you have participated and held office. (Exclude groups which indicate race, color, religion, sex or national origin.):

GENERAL

Can you perform the functions of the job you are applying for with or without reasonable accommodation? Yes No

If reasonable accommodations are required, please explain _____

Have you ever been convicted of a 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, please explain _____

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.

REFERENCES

Give name, address, and phone number of three (3) references not related to you.

Name	Address	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 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.

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 _____

AN EQUAL OPPORTUNITY EMPLOYER