



Application For Employment

DECATUR PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Decatur 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 at 217-422-5911.

Position(s) Applied For: _____

Date of Application: ____/____/____

Last Name	First Name		Middle Initial
Mailing Address	City	State	Zip Code
Social Security Number	Home Phone		
E-mail	Cell Phone		

Type of Employment Desired: Full Time Part Time Seasonal

Hours Available to Work (please enter the times during the day you are available to work):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

If you are seeking seasonal employment, are you able to work the entire season? Yes No

Date available to begin work: ____/____/____

Have you ever been employed with us before? Yes No

If yes, give date: ____/____/____

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

(Proof of U.S. citizenship or immigration status will be required upon employment)

Employees must be 18 years of age to drive a Park District vehicle. If your job requires driving can you meet this requirement? Yes No

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

Are you willing to work overtime if required? Yes No

Can you travel if a job requires it? Yes No

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

Do you have any relative that work for the Decatur Park District? Yes No

If yes, please give their name and relation to you: _____

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, 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.

EDUCATION

	High School	Junior College or Technical School	College or University
School Name and City			
Number of Years Completed			
Diploma/Degree Course of Study	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

TRAINING, LICENSES, OTHER SKILLS

Exclude those activities that indicate race, color, religion, sex, national origin, age, ancestry, marital status, unfavorable discharge from the military, physical or mental handicap or disability unrelated to job requirements, or any other legally protected status.

Describe any specialized job skills, qualifications, trainings, apprenticeships, or extra-curricular activities completed or honors received:

Do you hold any special licenses or certifications which would make you uniquely qualified for this job? (i.e., Pesticide license; CDL; Ellis & Assoc. Certification; CPR, etc.) Yes No

If yes, please list licenses or certification numbers and expiration dates below:

License or Certification	Expiration Date

REFERENCES

List name and telephone of three business or work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

EMPLOYMENT HISTORY

Are you currently employed?

Yes No

Fill in below, beginning with most current employment

Employer	Telephone ()	Dates Employed		Work Performed & Job Duties
		From	To	
Job Title				
Immediate Supervisor	Title	Hourly Rate/Salary		
		Starting	Final	
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving:				

Employer	Telephone ()	Dates Employed		Work Performed & Job Duties
		From	To	
Job Title				
Immediate Supervisor	Title	Hourly Rate/Salary		
		Starting	Final	
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving:				

Employer	Telephone ()	Dates Employed		Work Performed & Job Duties
		From	To	
Job Title				
Immediate Supervisor	Title	Hourly Rate/Salary		
		Starting	Final	
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving:				

Employer	Telephone ()	Dates Employed		Work Performed & Job Duties
		From	To	
Job Title				
Immediate Supervisor	Title	Hourly Rate/Salary		
		Starting	Final	
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for leaving:				

NOTE: Please explain any gaps in employment: _____

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.

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, AGREEMENT AND RELEASE

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.

I understand that a successful criminal background check is a condition of employment or volunteering with the Decatur Park District. I consent to the Decatur Park District obtaining my criminal conviction history from the Illinois State Police and/or FBI. I understand I will be provided a copy of the criminal background check if any convictions are reported and it is my duty under the law to notify the Decatur Park District within 7 working days if the information is inaccurate or incomplete. I hereby fully release and discharge the Decatur Park District, its officers, agents and employees, from any and all claims for damages which may arise from participating in or as a result of the criminal background check, except for willful and wanton conduct.

To further improve our risk management program, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record abstract requested through the Secretary of State's office. I authorize the Decatur Park District to review my driving record through the Secretary of State's office and I understand that a poor driving record may disqualify me from operating agency vehicles or drive as a part of my employment.

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.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Arrange Interview: Yes No Interview Date: ___/___/___ Time: _____

Interviewed By: _____ Position Interviewed For: _____

Hired: Yes No Start Date: ___/___/___ Pay Rate/Salary: \$ _____

Job Title: _____ Department: _____

Job Classification: Full Time Exempt Full Time Non-Exempt Part Time Grade #1 Part-Time
 Union - Full Time Union - Seasonal

Pre-Employment Screening Scheduled: Yes No Date: _____ Time: _____

Hired By: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATIONS TO:

Decatur Park District, 620 E. Riverside Ave., Decatur, IL 62521

Phone: 217-422-5911 • Fax: 217-421-7422 • www.decatour-parks.org