

Attention: _____

Application for Employment

Do you have relatives working for the Joliet Park District?
YES _____ NO _____

Department _____

JOLIET PARK DISTRICT

Joliet Park District does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge or any other unlawful basis in the recruitment, selection or employment of its employees. Individuals requiring special accommodations in the application process should contact the District's business manager. Joliet Park District is also an equal opportunity employer.

Important - Please Note
This application should be completed in its entirety. If requested information is omitted, please explain.

Personal

Please Print or Type

Date _____ E-mail _____

_____ Last Name _____ First Name _____ Initial _____

_____ Number and Street _____ City _____ State _____ Zip Code _____ Home _____ Telephone _____

Are you lawfully permitted to work in the United States? Yes _____ No _____ Cell _____ Telephone _____

Education

Circle highest grade completed (attach transcript of grades if graduated from College in last five years)

Elementary 6 7 8 High School 9 10 11 12 College FR SO JR SR Graduate 1 2 3 4

	Name of School(s) Attended and Location	Major, Degree(s) and Credits		Overall Grade i.e., B, 2.5 or 73/100
Last High School	Name			
	Address			
Commercial or Trade School	Name			
	Address			
College or University	Name	Major	Degree	
	Address	Minor	Total Credits	
College or University	Name	Major	Degree	
	Address	Minor	Total Credits	
College or University	Name	Major	Degree	
	Address	Minor	Total Credits	

Have you ever been employed by the Park District? Yes No

If "Yes", department _____ from _____ to _____

Position held _____

List Scholastic Honors, Fellowships, Assistantships and Scholarships

List Published Reports and Theses Accepted

What professional licenses do you hold? Where? What patents have you applied for or do you hold?

List memberships and offices held in professional or trade societies

Skills

Stenographic Skills	Typing		Shorthand	
	Months of Training	W.P.M.	Months of Training	W.P.M.
List business machines you can operate				
List machine tools or heavy equipment you can operate				
List any trades or vocational technical skills				

Employment History

List the last five positions in the space provided below. Summarize all other employment in the next section. Include any employment with any Military Service, Summer, Temporary or Part Time Work. Begin with your most recent employment.

Company	What did you do?	Period of Employment and Salary
(Most recent Employer) Name		From
Address		To
Supervisor's Name		Initial Salary
Why Did You Leave?		Final Salary
Name		From
Address		To
Supervisor's Name		Initial Salary
Why Did You Leave?		Final Salary
Name		From
Address		To
Supervisor's Name		Initial Salary
Why Did You Leave?		Final Salary
Name		From
Address		To
Supervisor's Name		Initial Salary
Why Did You Leave?		Final Salary
Name		From
Address		To
Supervisor's Name		Initial Salary
Why Did You Leave?		Final Salary

Other employment or experience not shown above (Show Name of Company and Period of Employment)

May we contact past employers?

Yes No If "No", why?

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May we contact present employers?

Contact Name:

Yes No If "Yes", Telephone number:

Have you ever been discharged or requested to resign from any position? Yes No (If "Yes", give particulars)

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Job Interest

Kinds of Work Desired	First Choice	
	Second Choice	
	<input type="checkbox"/> Full-Time	If Part-Time, indicated hours available
<input type="checkbox"/> Part-Time		
If applicable to the type of work for which you are applying, would you work a rotating shift? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If employed, would you work overtime (evenings, weekends and holidays) if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", give reason:		
Work location preferred		Other locations you would consider
What or who prompted you to seek employment with this company?		
What approximate starting salary would you require? \$		Date available for employment

Other Specialized Abilities or Skills

Employment and Educational References

(If you attended school in the past two years, include two Faculty references)		
Name	Occupation	Address
1.		
2.		
3. (Faculty)		
4. (Faculty)		

Have you ever been convicted of, or pled guilty to, any criminal offense other than minor traffic offenses? Yes No

(Applicants do not have to disclose expunged or sealed records)

Please Read the Following Carefully Before Signing This Application Form.

You will not be notified when reference checks are made using the names of individuals which you have supplied above. However, on occasion your consent to a background check may be requested to obtain information through interviews with third parties, such as family members, business associates, financial sources or others with whom you are acquainted. You may make a written request for a copy of this background check within 60 days from the date the background check was made. If you do not give your consent to the check, then your consideration as a candidate for the job will be withdrawn.

Should the Joliet Park District extend to me an offer of employment, I understand that I do not have a written contract of employment with the Joliet Park District, that the Joliet Park District has not agreed to retain me for any specified period of time and that I am not obligated to work for the Company for any specified period of time.

I do I do not *(check one)* authorize the Joliet Park District to conduct a background check through interviews with third parties.

The information furnished in this application is accurate and complete and I understand that falsification of information may be cause for discharge.

Notify in Case of Emergency	Name	
	Address	Telephone
	City	State
		Relationship

Driver's License No. _____ State _____ Expiration Date _____

(Signature of Applicant)

If Hired, you will be required to produce a Social Security card and other proofs of identification as required by Federal, State and local authorities before beginning to work.

