

**HAMPSHIRE TOWNSHIP PARK DISTRICT
EMPLOYMENT APPLICATION FORM**

Submit To:

Hampshire Township Park District
Application for Employment
P.O. Box 953
Hampshire, IL 60140

Position applied for: _____

Date of application: _____

Closing date of application: 12/2008

THE HAMPSHIRE TOWNSHIP PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the 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, sexual orientation, 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 DIRECTOR OR PARK BOARD OF COMMISSIONERS.

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Phone: _____ **Cell:** _____

Social Security number: _____

I have legal authority to work in the United States: Yes No

If you are hired, you will be required to provide proof of identity and eligibility to work in the United States.

Type of work desired: Full-time Part-time Temporary Seasonal

Have you filed an application for employment here before? Yes No Date _____

Have you been employed here before? Yes No Date _____

THE HAMPSHIRE TOWNSHIP PARK DISTRICT IS REQUIRED BY STATE STATUTE (70 ILCS 1205/8-23) TO OBTAIN CRIMINAL CONVICTION INFORMATION CONCERNING ALL APPLICANTS, AND SHALL PERFORM A CRIMINAL BACKGROUND CHECK FOR APPLICANTS FOR ALL POSITIONS. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Hampshire Township Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose any sealed or expunged records of convictions.

EDUCATION

| LEVEL | SCHOOL NAME AND ADDRESS | DEGREE | MAJOR |
|-------------|-------------------------|--------|-------|
| High School | | | |
| College | | | |
| Graduate | | | |
| Other | | | |

SKILLS AND QUALIFICATIONS

Please indicate any of the areas in which you are skilled: Computer Adding Machine

List the PC software you can use: _____

Summarize any additional skills, training, licenses or knowledge that you have. _____

Given the description of the job duties, are you able to perform all of the essential job duties with or without some form of reasonable accommodation? Yes No

EMPLOYMENT HISTORY

List your last three (3) employers starting with the most recent. Explain any gaps in employment in the comment section to follow.

Employer: _____

Address: _____ Phone: _____

Immediate supervisor and title: _____

Position: _____ Date employed from (MM/YY): _____ to (MM/YY): _____

Starting salary: _____ Final salary: _____

Reason for leaving: _____

Summarize the nature of the work performed and job responsibilities: _____

Employer: _____
Address: _____ Phone: _____
Immediate supervisor and title: _____
Position: _____ Date employed from (MM/YY): _____ to (MM/YY): _____
Starting salary: _____ Final salary: _____
Reason for leaving: _____
Summarize the nature of the work performed and job responsibilities: _____

Employer: _____
Address: _____ Phone: _____
Immediate supervisor and title: _____
Position: _____ Date employed from (MM/YY): _____ to (MM/YY): _____
Starting salary: _____ Final salary: _____
Reason for leaving: _____
Summarize the nature of the work performed and job responsibilities: _____

Comments (including explanation of any gaps in employment) _____

GENERAL AND EMPLOYMENT RELATED REFERENCES

Name: _____ Relationship: _____
Address: _____ Phone: _____
Name: _____ Relationship: _____
Address: _____ Phone: _____
Name: _____ Relationship: _____
Address: _____ Phone: _____

PLEASE READ CAREFULLY BEFORE SIGNING

In consideration of my employment, I agree to conform to the Hampshire Township 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 Hampshire Township 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 Hampshire Township Park District.

I understand that if I am hired, I will be required to provide proof of identity and eligibility to work in the United States.

The Hampshire Township Park District is an equal opportunity employer. Employment with the 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, sexual orientation, 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 and interview process should notify the Hampshire Township Executive Director or the Hampshire Township Park Board of Commissioners.

The Hampshire Township Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Hampshire Township Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

In addition, I understand the Hampshire Township Park District may request information from various federal, state, and other agencies that maintain records concerning my criminal history. I further understand and agree if I decline to complete the criminal history record, including submission of an appropriate fingerprint sample, or to provide any required consent for a criminal history check, my application will be treated as immediately withdrawn, and I will not be considered further for employment.

I understand that I am not required to disclose my sealed or expunged records of convictions.

I understand that the offer of employment at the Hampshire Township Park District will be contingent upon the successful completion of this application for employment, interview(s), reference checks, physical examination, drug and alcohol screen, driver abstract check, and criminal background check.

I understand that I will be required to sign an "Authorization to Release Information" and "Waiver and Release of All Claims" regarding the Hampshire Township Park District's investigation of my reference and employment checks.

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 Hampshire Township 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.

I acknowledge that I have read and understand all statements contained in this application as evidenced by my signature below.

Signature _____ Date _____