

HAMPSHIRE TOWNSHIP PARK DISTRICT EMPLOYMENT APPLICATION FORM



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

Date of application: _____

THE HAMPSHIRE TOWNSHIP PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.
Employment with the Hampshire Township 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, pregnancy, 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 Initial

Address: _____
Street Address P.O. Box City Zip Code

Phone: _____ Cell Phone: _____

Email: _____

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

If you are under 16 years of age, it is required to furnish a work permit? Can you furnish a work permit? Yes___ No___

Are you legally eligible for employment in this country? Yes___ No___

If you are hired, you will be required to provide proof of identity and eligibility to work in the United States. Are you legally eligible for employment in this country? Yes___ No___

Available for: Full-Time___ Part-Time___ Short-Term___ Seasonal___

Days/Hours **not** available to work: _____

Will you be able to meet the attendance requirement of the position? Yes___ No___

Have you filed an application for employment here before: Yes___ No___ Date: _____

Have you been employed here before: Yes___ No___ Date: _____

Are you currently employed? Yes___ No___

May we contact your **present** employer? Yes ___ No ___

Note: We reserve the right to contact all past employers as part of our reference checks.

Position applied for: _____

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

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

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 LOCATION	DEGREE	MAJOR
High School			
College			
Graduate			
Other			

SKILLS AND QUALIFICATIONS

Please indicate equipment you are skilled in along with software programs you can use (ie, maintenance equipment, office equipment, computers and software). _____

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

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): _____

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): _____

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): _____

Reason for leaving: _____

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



Please explain any gaps in employment: _____

GENERAL AND EMPLOYMENT RELATED REFERENCES

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

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____

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 any time, 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. Further, the Park District complies with all aspects of the Illinois Human Rights Act and other applicable laws regarding, for instance, requirements for pre-adverse action notices and interactive discussions to determine the relevance of convictions to the job position.

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.

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

Signature _____ Date _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Arrange Interview: Yes ___ No ___

Date: _____ Time: _____

Interviewed By: _____

Position Interviewed For: _____

Starting Date: _____

Pre-employment screenings scheduled with Human Resource Dept: _____

Hired Yes ___ No ___ Position _____

Pay Rate/Salary\$ _____ Department _____

Hired By: _____ Date: _____