



EQUAL OPPORTUNITY EMPLOYER
 15601 South Central Avenue
 Oak Forest, IL 60452
 Main Office (708) 687-7270 Fax: (708) 687-9937
www.oakforestparks.org

APPLICATION FOR EMPLOYMENT

The Oak Forest Park District is an Equal Opportunity Employer. Your application will be considered with others in competition for all positions. Employment with the Oak Forest 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 in accordance with all applicable legal requirements. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Oak Forest Park District. The Oak Forest Park District is subject to and complies with the Drug Free Workplace Act of the State of Illinois, and we may require employment substance abuse screening and follow-up screening based on reasonable suspicion.

Complete the information as outlined in this application. Type or handprint an answer to every question, IN INK. If a question does not apply to you, so state with "N/A". You are encouraged to submit any additional information which you believe qualifies you for the position that you are applying for. Any applicant requiring reasonable accommodation to the application/interview process should notify the Human Resource Manager.

PERSONAL INFORMATION:

NAME (LAST NAME, FIRST NAME, MIDDLE NAME)		DATE OF APPLICATION	
ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE #	CELL PHONE #		
DRIVER'S LICENSE NUMBER (If driving is an essential job function)			

GENERAL INFORMATION:

If you are under 16 years of age, and it is required, can you furnish a work permit?		YES	NO
Are you legally eligible for employment in this country?		YES	NO
Are you currently employed?		YES	NO
If yes, may we contact your present employer?		YES	NO
Are you currently on "lay off" status and subject to recall?		YES	NO
Have you served in the U.S. Armed Forces, National Guard, Reserves?		YES	NO
If yes to above question, list applicable skills acquired:	Branch of Service:	Dates of Duty:	
<i>The Oak Forest Park District is required by state statute (70 ILCA 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. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Oak Forest Park 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. Applicants are not obligated to disclose sealed or expunged records of convictions.</i>			
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 to above question, describe:			

EMPLOYMENT DESIRED:

I am applying for the following department:	Parks/Maintenance	Recreation	Clerical	Health & Fitness Center
I am available for:	Full Time	Part Time	Seasonal Employment	
Are you able to meet the attendance requirements of the position?			YES	NO
Are you willing to work overtime if required?			YES	NO
List your desired salary/wage:				
Date available to start work:	Begin Date:		End Date:	

EDUCATIONAL BACKGROUND:

NAME AND LOCATION OF SCHOOL		YEARS ATTENDED	SUBJECTS STUDIED	DEGREE/DIPLOMA (Yes /No)
Elementary School				
High School				
College/University				
Trade, Business or Correspondence School				
List any skills, licenses, training, etc. applicable to position applied for				

FORMER EMPLOYMENT: (List below last three employers, starting with the most current one first).

DATE, MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			

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_____

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 Oak Forest 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 Oak Forest 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 Oak Forest 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 Oak Forest Park District.

This application for employment will be 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 this 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:** _____

PERSONAL AND/OR EMPLOYMENT REFERENCES

LIST THE NAME, ADDRESS, PHONE NUMBER OF THREE REFERENCES, NOT RELATED TO YOU, THAT WE MAY CONTACT.

<input type="checkbox"/> Past Employer <input type="checkbox"/> Personal Reference <input type="checkbox"/> Other Company Name:
Contact Name:
Address: _____ Street City State Zip
Company/Contact Phone Number:
FOR OFFICE USE ONLY

<input type="checkbox"/> Past Employer <input type="checkbox"/> Personal Reference <input type="checkbox"/> Other Company Name:
Contact Name:
Address: _____ Street City State Zip
Company/Contact Phone Number:
FOR OFFICE USE ONLY

<input type="checkbox"/> Past Employer <input type="checkbox"/> Personal Reference <input type="checkbox"/> Other Company Name:
Contact Name:
Address: _____ Street City State Zip
Company/Contact Phone Number:
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THIS PAGE IS FOR OFFICE USE ONLY – DO NOT WRITE IN ANY SPACE

APPLICANT NAME: _____

INTERVIEW ARRANGED?	Yes	No
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Interview Date: _____ Time: _____

Interviewed By: _____

Position/s Interviewed For: _____

Comments _____

HIRED:	Yes	No
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Hired By: _____ Date Hired: _____

Starting Date: _____

Pre-Employment Screenings Scheduled? _____

Department/Position Placement _____

GL# _____

Pay Rate/Salary \$ _____

RECEIVED FORMS:	
W-4 Federal	
W-4 Illinois	
I-9	
Criminal Investigation	
Employee Status: Exempt	
Non-Exempt	

SIGNATURE: _____
(Supervisor)

(Director)