

# APPLICATION FOR EMPLOYMENT

THE ROUND LAKE AREA PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. EMPLOYMENT WITH THE ROUND LAKE AREA 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 BY CALLING (847)546-8558.

<b>PERSONAL INFORMATION</b>		Date	
Name (Last / First / Middle)			
Address Street / Apt.		City	State      Zip
Phone Number	Cell Number	Email Address	

<b>DESIRED EMPLOYMENT</b>		Available for: <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Seasonal	
If you are under 16 years of age and it is required, can you furnish a work permit? No <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>		Have you submitted an application here before? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	
Have you been employed with us before? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>		If Yes, give date:	
Are you currently employed? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	May we contact your present employer? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	Are you legally eligible for Employment in this country? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	
Application for: (check applicable)			
<input type="checkbox"/> Parks Dept.	<input type="checkbox"/> Recreation Dept.	<input type="checkbox"/> Ranger Police Dept.	<input type="checkbox"/> Registration Dept.
<input type="checkbox"/> Pro Shop/Golf Course	<input type="checkbox"/> Child Development Center	<input type="checkbox"/> Maintenance Dept.	<input type="checkbox"/> Other _____
Will you be able to meet the attendance requirements of the position? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>		Are you willing to work overtime as required? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	
Position Applied for:			
Desired Salary/Wage:	Date available to begin work:	Are you currently on "lay-off" status and subject to recall? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	

Please list skills, licenses, training, etc. applicable to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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

**REFERENCES** (Below, give the Names of Three Persons you are not related to, whom you have known at least one year.)

	Name	Address	Business	Years Acquainted	Phone Number
1					
2					
3					

**EDUCATIONAL BACKGROUND** (fill in below)

Education	School Name/Location	Number of Years Completed	Major	Yes / No Degree / Diploma
High School				
College/University				
Other Training, Education				

**SERVICE RECORD**

Have you served in the U.S. Armed Forces? (include National Guard or Reserves) <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Duty
Branch of Service	
Applicable Skills Acquired	

**WORK HISTORY** (fill in below, beginning with most current employment)

Most Recent Employer		
Address / City / State / Zip		Phone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		
Reason for Leaving		

Most Recent Employer		
Address / City / State / Zip		Phone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		
Reason for Leaving		

Most Recent Employer		
Address / City / State / Zip		Phone
Date Started	Starting Salary	Starting Position
Date Left	Salary on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		
Reason for Leaving		

**NOTE**, Please explain any gaps in employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 ROUND LAKE AREA 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 ROUND LAKE AREA PARK DISTRICT'S RULES AND REGULATION, 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 ROUND LAKE AREA PARK DISTRICT'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE ROUND LAKE AREA PARK DISTRICT.

This application for employment shall be considered active for a period of time not to exceed forty-five (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

---

*The Round Lake Area Park 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 Round Lake Area 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.*