



WESTMONT
PARK DISTRICT

Application for Employment

75 E. Richmond St., Westmont, IL 60559
630.963.5252 www.westmontparks.org

EQUAL EMPLOYMENT POLICY

We welcome you as an applicant for employment with the Westmont Park District. Your application will be reviewed on the basis of merit. Under all applicable laws, employers are prohibited from discriminating on the basis of race, creed, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability to perform the work for the job or unfavorable discharge from military service.

EMPLOYMENT APPLICATION INSTRUCTIONS

Please furnish us with complete information as required by this application, using a typewriter or dark ink. Falsifying information on this application may be grounds for disqualification from employment or termination of employment if hired. All information included in this application or obtained in conjunction with this application will be considered personal and confidential, and will be used only to evaluate your possible employment with the District.

If you have any questions, please contact the Superintendent of Recreation at 630.963.5252.

NAME _____
last first middle

HOME ADDRESS _____

HOME PHONE _____

IN CASE OF ACCIDENT OR EMERGENCY, PLEASE NOTIFY

_____ name

_____ address

_____ phone

HOW DID YOU LEARN OF THIS JOB OPENING?
(check one)

_____ Advertisement _____ Walk-in

_____ Friend or Relative

_____ Employment Agency _____ Other

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH / WITHOUT REASONABLE ACCOMMODATION? _____ Yes or _____ No

If no, describe the functions that cannot be performed

Note: This Park District complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.

DATE OF APPLICATION _____

POSITION(S) APPLIED FOR _____

DEPARTMENT _____

DO YOU WANT (check one)

_____ Full Time

_____ Part Time

_____ Seasonal

HAVE YOU EVER APPLIED TO THE WESTMONT PARK DISTRICT BEFORE?

_____ YES _____ NO

If yes, give dates _____

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED BY THE WESTMONT PARK DISTRICT?

If yes, give name, department & relationship

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK?

EMPLOYMENT EXPERIENCE CONTINUED

EMPLOYER NAME _____

PHONE NUMBER & ADDRESS _____

JOB TITLE _____ SUPERVISOR _____

DATES OF EMPLOYMENT _____

WORK PERFORMED _____

HOURLY RATE/SALARY _____

REASON FOR LEAVING _____

EMPLOYER NAME _____

PHONE NUMBER & ADDRESS _____

JOB TITLE _____ SUPERVISOR _____

DATES OF EMPLOYMENT _____

WORK PERFORMED _____

HOURLY RATE/SALARY _____

REASON FOR LEAVING _____

EMPLOYER NAME _____

PHONE NUMBER & ADDRESS _____

JOB TITLE _____ SUPERVISOR _____

DATES OF EMPLOYMENT _____

WORK PERFORMED _____

HOURLY RATE/SALARY _____

REASON FOR LEAVING _____

MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A REFERENCE? _____ YES _____ NO

PERSONAL REFERENCES (not former employers or relatives)

NAME _____ PHONE _____

ADDRESS _____ YRS. KNOWN _____

I understand that employment with the Westmont Park District is contingent upon my satisfaction of the District's requirements for the position applied for, as well as a driver's license and criminal background check and a physical examination. I also understand that, if hired, I will be required to satisfactorily complete a probationary period as designated at the time of hire. I certify that the above statements are true and correct to the best of my knowledge, and acknowledge my understanding that providing false, misleading or incomplete information may be grounds for disqualification from employment with the District or termination from employment if I am hired. I hereby consent to and authorize an investigation of all statements made in this application. I further understand that, if hired, I will be required to abide by all rules and regulations of the District for its employees.

signature of applicant

date

FOR DEPARTMENTAL USE ONLY

INTERVIEWED YES NO

INTERVIEWED BY _____ TITLE _____

INTERVIEW DATE _____

HIRED YES NO

POSITION _____ DEPT. _____

STARTING SALARY/WAGE _____

START DATE _____

APPROVED _____
department head director

ORIENTATION COMPLETED YES DATE _____