

## 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, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, sexual orientation, pregnancy, military status, unfavorable discharge from military service, physical or mental disability unrelated to a person's ability to perform the essential functions of the job.

## EMPLOYMENT APPLICATION INSTRUCTIONS

Please furnish us with complete information as required by this application,. 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. *Please sign application on page 4 before submitting*.

NAME	DATE OF APPLICATION
last first middle HOME ADDRESS	POSITION(S) APPLIED FOR
	DEPARTMENT
CELL PHONE	
EMAIL	POSITION PREFERENCE
	Full Time
IN CASE OF EMERGENCY, PLEASE NOTIFY	Part Time
name	Seasonal
address	
phone	HAVE YOU EVER APPLIED TO THE WESTMONT PARK DISTRICT BEFORE?
HOW DID YOU LEARN OF THIS JOB OPENING?	YES NO
westmontparks.org Facebo	If yes, give dates
Friend or Relative Walk- Other (please specify)	EMPLOYED BY THE WESTMONT PARK DISTRICT?
ARE YOU ABLE TO PERFORM THE ESSENTIAL	If yes, give name, department & relationship
FUNCTIONS OF THE JOB FOR WHICH YOU ARE	
APPLYING, EITHER WITH / WITHOUT REASONABL	3
ACCOMMODATION? Yes No	
If no, describe the functions that cannot be performed	ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK?
Note: This Park District complies with the ADA and consider reason	

accommodations 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. If hired, each employee must undergo a criminal background check. Conviction is not an automatic bar to employment, and each case will be considered on its own merits; however, falsification of information concerning criminal history will be grounds for disqualification from employment.

Have you been convicted of a felony or a misdemeanor within the last 7 years?

Yes	No											
If yes, describe												
EDUCATIONAL IN	FORMATI	ON										
(please circle highest	grade com	pleted)										
ELEMENTARY	6	7	8			HIGH	I SCHO	OL	9	10	11	12
COLLEGE	1	2	3	4	5	6	7	8				
HIGH SCHOOL NA	ME & LOC	CATION										
HIGH SCHOOL DA	TES ATTE	NDED_										
IF GRADUATED, M	IONTH &	YEAR _										
COLLEGE/GRADUATE SCHOOL NAME & LOCATION												
COLLEGE/GRAD SCHOOL DATES ATTENDED												
MAJOR & DEGREE												
ACTIVITIES, HONORS & AWARDS												
SUBSEQUENT COURSE OR STUDIES												

List any skills that you may have that relate to this position. Also list any correspondence courses, seminars, workshops and certificates that you hold that may relate to this position

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Please supply all information requested. You are encouraged to submit a personal resume in addition to this application.

EMPLOYER NAME	
PHONE NUMBER & ADDRESS	
JOB TITLE	SUPERVISOR
DATES OF EMPLOYMENT	
WORK PERFORMED	
REASON FOR LEAVING	

EMPLOYMENT EXPERIENCE CONTINUED	
EMPLOYER NAME	
PHONE NUMBER & ADDRESS	
JOB TITLE SUPER	RVISOR
DATES OF EMPLOYMENT	
WORK PERFORMED	
REASON FOR LEAVING	
EMPLOYER NAME	
PHONE NUMBER & ADDRESS	
JOB TITLE SUPER	
DATES OF EMPLOYMENT	
WORK PERFORMED	
REASON FOR LEAVING	
EMPLOYER NAME	
PHONE NUMBER & ADDRESS	
JOB TITLE SUPER	
DATES OF EMPLOYMENT	
WORK PERFORMED	
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 BY YES NO INTERVIEWED BY INTERVIEW DATE				
HIRED YES NO POSITION	DEPT			
STARTING SALARY/WAGESTART DATE				
APPROVED	director			
ORIENTATION COMPLETED YES DATE				