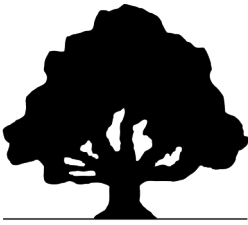


Application for Employment



WESTMONT
PARK DISTRICT

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 _____
last first middle

DATE OF APPLICATION _____

HOME ADDRESS _____

POSITION(S) APPLIED FOR _____

CELL PHONE _____

DEPARTMENT _____

EMAIL _____

POSITION PREFERENCE

Full Time

Part Time

Seasonal

IN CASE OF EMERGENCY, PLEASE NOTIFY

_____ name

_____ address

_____ phone

HAVE YOU EVER APPLIED TO THE WESTMONT PARK DISTRICT BEFORE?

YES

NO

HOW DID YOU LEARN OF THIS JOB OPENING?

westmontparks.org

Facebook

Friend or Relative

Walk-in

Other (please specify)

If yes, give dates _____

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

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

If yes, give name, department & relationship

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 reasonable 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.

EMPLOYMENT EXPERIENCE CONTINUED

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

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

EMPLOYER NAME _____
PHONE NUMBER & ADDRESS _____
JOB TITLE _____ SUPERVISOR _____
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 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 _____