

PHOENIX PARK DISTRICT

155th St & 9th Ave Phoenix, IL 60426 708.339.8443



Employment Application

The Phoenix Park District is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, ancestry, marital status, unfavorable discharge from military, handicap, disability, or any other legally protected status, all in accordance with applicable law.

This application for employment shall be considered active for one year

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Type of Employment Desired: _____ Full-Time _____ Part-time _____ Seasonal _____ Temporary		
If you are seeking seasonal employment, are you able to work the entire year? YES <input type="checkbox"/> NO <input type="checkbox"/>			
What date are you available to begin work? _____/_____/_____			
Position Applied for			
Are you 16 years or older YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> Proof of U.S. Citizenship or immigration status will be required upon employment			
Have you ever worked for us before? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when (dates)? _____/_____/_____			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			
Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, may we contact your employer? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you hold a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> Driver's License _____ Class: _____			
Do you hold special licenses or certification which would make you uniquely qualified for employment here? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, list license or certification numbers and expiration dates?			
_____ / _____ / _____			
_____ / _____ / _____			
_____ / _____ / _____			

NOTE:
The Phoenix Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning application, and will perform a criminal background check for applicants for all positions, including the position for which you have applied. Conviction of offenses stated in subsection 8-23 of said statute will automatically disqualify the applicant from consideration for working for the Park District. Applicants are not obligated to disclose sealed or expunged records of conviction. All other convictions shall be considered in relationship to the specific job applied for.

EDUCATION				
High School			Address	
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
			Degree	
College			Address	
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
			Degree	
Other			Address	
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
			Degree	

Describe any specialized training, apprenticeships, or extra-curricular activities completed or honors received or additional information that will be helpful to us on considering your application.

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Please explain any gaps in employment:

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
<p><u>Please read the following information carefully and completely</u></p> <p>I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be grounds for both disqualification from consideration for employment, or dismissal from any subsequent employment at the Park District.</p> <p>I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, and release all parties from all liability for damage that may result from furnishing same to you.</p> <p>I understand and agree to confirm to the Park District's rules and regulations. I agree that my employment is "at-will" and is for no definite period and my employment and compensation can be terminated, with or without cause and which or without notice, at any time, at either my or the Park District's option. I also understand and agree that the terms and conditions of my employment maybe changed, with or without cause, and with or without notice at any time by the Park District.</p>	
Signature	Date