Flagg Rochelle
COMMUNITY PARK DISTRICT

Employment Application

THE FLAGG-ROCHELLE COMMUNITY PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Flagg-Rochelle Community 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.	**Date Received:** ____/____/____
APPLICANTS REQUIRING REASONABLE ACCOMMODATION FOR THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE PARK DISTRICT OFFICE.	

Applicant Information

Full Name: _____
First *Last* M.I.

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email: _____

If you are under 16 years of age, and it is required, can you furnish a work permit? YES ☐ NO ☐ ☐ 16 or older – not applicable

Have you submitted an application here before? YES ☐ NO ☐ If yes, when? _____

Have you ever been employed with us before? YES ☐ NO ☐ If yes, when? _____

Are you currently employed? YES ☐ NO ☐ May we contact your present employer? YES ☐ NO ☐

Are you legally eligible for employment in this country? YES ☐ NO ☐

Application for (check applicable)

☐ Maintenance Department ☐ Administrative Department

☐ Recreation Department ☐ Other

Available for: ☐ Part Time Employment ☐ Full Time Employment ☐ Seasonal Employment

Will you be able to meet the attendance requirements of the position? YES ☐ NO ☐ Are you willing to work overtime as required? YES ☐ NO ☐

Position applied for: _____

Desired salary/wage: _____ Date available to start: _____

Are you currently on 'lay-off' status and subject to recall? YES ☐ NO ☐

Educational Background

Please fill in below:

EDUCATION	School Name/Location	# of Years Completed	Major	Degree/Diploma
High School				
College/University				
Other Training, Education				

Have you ever been convicted of a felony? YES ☐ NO ☐

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? YES ☐ NO ☐

The 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. Pursuant to section 8-23 of said statute, certain convictions shall automatically disqualify the applicant from consideration for working for the 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.

If yes, explain:

Have you ever served in the U.S. Armed Forces? (including National Guard or Reserves) YES ☐ NO ☐ Date of Duty: _____

Branch of Service: _____ Applicable skills acquired: _____

Previous Employment

This section can be skipped if a resume is attached

Company & Position: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Starting Salary: _____ Salary on Leaving: _____

May we contact your supervisor for a reference? YES ☐ NO ☐

Company & Position: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Starting Salary: _____ Salary on Leaving: _____

May we contact your supervisor for a reference? YES ☐ NO ☐

Company & Position: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Starting Salary: _____ Salary on Leaving: _____

May we contact your supervisor for a reference? YES ☐ NO ☐

Please explain any gaps in employment: _____

Additional Information

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 PARK OFFICE OR ONLINE.**

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

Please list the name, address, and phone number of 3 references, not related to you, that we may contact.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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 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 Park District's rules and regulations, 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 Park District's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause, and with or without notice at any time by the Park District.

This application for employment shall be considered active for a period of time not to exceed 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: _____