

Equal Opportunity Employer

Oakbrook Terrace Park District is an equal opportunity employer. Employment with the Oakbrook Terrace 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. Those applicants requiring reasonable accommodation to the application/interview process should notify the Executive Director.

Date of Application: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Position applied for: _____

Date available to begin work: _____

Application for: (check applicable)

Parks Department

Nature Center

Recreation Department

Fitness Center

Available for: Part Time Employment

Full Time Employment

Seasonal

If you are under 16 years of age and it is required, can you furnish a work permit? Yes No

Are you legally eligible for employment in this country? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed with us before? Yes No

If Yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Will you be able to meet the attendance requirements of the position? Yes No

Are you willing to work overtime as required? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Education Background (Fill in below)

Education	School Name/ Location	Number of Years Completed	Major	Degree/Diploma Yes/No
High School				
College/ University				
Other Training/ Education				

Have you ever been convicted of any felony? Yes No

Have you ever been convicted of a misdemeanor involving dishonest, 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. Conviction of offenses enumerated in subsection (c) of said statute 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, describe: _____

Have you served in the U.S. Armed Forces (include National Guard or Reserves)? Yes No

Date of duty: _____ Branch of service: _____

Applicable skills acquired: _____

Work History (Fill in below beginning with most recent employment)

Most recent employer

Address

Phone

Date started

Starting position

Date left

Position upon leaving

Name and title of supervisor

Reason for leaving

Description of duties

Employer

Address

Phone

Date started

Starting position

Date left

Position upon leaving

Name and title of supervisor

Reason for leaving

Description of duties

Employer

Address

Phone

Date started

Starting position

Date left

Position upon leaving

Name and title of supervisor

Reason for leaving

Description of duties

Work History

Note: Please explain any gaps in employment

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 obtpd.org or from the hiring manager.

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

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

Employment References

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

Company: _____

(check one) _____ Past Employer _____ Other

Name: _____

Address: _____

Phone: _____

Email: _____

Company: _____

(check one) _____ Past Employer _____ Other

Name: _____

Address: _____

Phone: _____

Email: _____

Company: _____

(check one) _____ Past Employer _____ Other

Name: _____

Address: _____

Phone: _____

Email: _____



Employment Application Form

Office use only—Do not write on this page

Arrange interview: Yes No

Date: _____ Time: _____

Interviewed by: _____

Position interviewed for: _____

Pre-employment screenings scheduled? _____

Hired: Yes No Position: _____

Start date: _____ Pay rate/Salary: _____ Department: _____

Hired by: _____ Date: _____