



Employment Application

PERSONAL INFORMATION

Name _____ Date _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address _____

Mobile Phone _____ Home Phone _____

Are you 16 years of age or older? Yes No

EMPLOYMENT DESIRED & AVAILABILITY

Position sought _____

Date available _____ Hourly Rate Desired _____

If hired, which day(s) are you available to work?

Sun Mon Tue Wed Thur Fri Sat

If hired, which season(s) are you available to work?

Spring Summer Fall Winter

If hired, what hours are you available to work? _____

REFERRAL SOURCE

How did you hear about employment with us? _____

Have you ever worked for the Byron Park District before? Yes No

If yes, please list job title and dates of employment:

Are you related to any current or past Byron Park District employee? Yes No

If yes, who? _____

EDUCATION

	Name & location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College				
Vocational or Trade School				
Graduate School				

List academic honors, awards or distinctions you have earned; extracurricular activities; offices held, etc. (omit any which reflects your race, religion, age, sexual orientation, marital status, disability or other protected status):

Have you completed any special courses, seminars, training or volunteer work directly related to the position for which you are applying? ____ Yes ____ No
If yes, please describe and list certification expiration dates if applicable:

EXPERIENCE Please list your current or most recent position first, include US military service
If you have a resume, please attach it to this application

Employer Name	Employer Contact Information	Supervisor Contact Information
Full or Part Time:	Dates Employed:	Wage/ Salary:
Summary of Duties:		
Reason for Leaving:		
May we contact this employer:		

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<hr/>		
Employer Name	Employer Contact Information	Supervisor Contact Information
Full or Part Time:	Dates Employed:	Wage/ Salary:
Summary of Duties:		
Reason for Leaving:		
May we contact this employer:		

Have you ever been terminated from employment or asked to resign by an employer?

If yes, please provide company name(s) and details:

REFERENCES Give the names of three individuals not related to you, whom you have known at least 3 years

Name	Contact Info.	Relationship to You	Yrs Known

LEGAL INFORMATION

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Are you legally eligible to work in the United States? ___ Yes ___ No

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

If you answered yes to either of the previous two questions, please explain:

EQUAL OPPORTUNITY EMPLOYER

Byron Park District is an Equal Opportunity Employer. Byron Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Byron Park District has a policy of active recruitment of qualified minority instructors and employees. Any individual needing assistance in making application for nay opening should contact the Department of Human Resources.

APPLICANT'S VERIFIED STATEMENT

By check this box below, I swear that the information contained in this application for employment is true. I also certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant has personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge is I am employed, regardless of time elapsed before discovery.

I hereby authorize the Byron Park District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further, authorize my former employers to disclose to the Byron Park District any and all letters, reports and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release Byron Park District, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that the Byron Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions, including the position for which I have applied. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Byron Park 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. Applicants are not obligated to disclose sealed or expunged records of conviction.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and the Byron Park District. In addition, I understand and agree that if I am employed, my employment is "at will" and is for no definite or determinable period and may be terminated at any time, with or without prior notice at the option of either myself or the Byron Park District, and that no promises or representations contrary to the foregoing are binding on the Byron Park District unless made in writing and signed by me and the Executive Director of the Byron Park District.

If I am applying for a job where I am required to drive for the District, I hereby authorize the Byron Park District to copy my driver' license and validate/check my driver's license status with the Secretary of State as they deem necessary.

Lastly, I understand that I may be required to submit to a physical examination and drug screening as a prerequisite to employment with the Byron Park District, or as a condition of continued employment if I am employed, and I agree to do so.

I agree to all of the terms above Signature: _____ Date: _____