

PALATINE PARK DISTRICT APPLICATION FOR EMPLOYMENT

250 E. Wood Street, Palatine, IL 60067

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL DATA

Name: _____ Date: _____
Last First Middle

Present Address: _____
Street City State/Zip

Permanent Address: _____
Street City State/Zip

Telephone Number: Home _____ Cell _____

Email Address: _____

POSITION DESIRED

<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Bartender (Age 21 & over) <input type="checkbox"/> Box Office (Cutting Hall) <input type="checkbox"/> Building Attendant (CC & BW) <input type="checkbox"/> C.A.R.E. (Before/after school care) <input type="checkbox"/> Cart Attendant (Golf Course) <input type="checkbox"/> Cheerleading <input type="checkbox"/> Coach* <input type="checkbox"/> Custodian <input type="checkbox"/> Customer Service <input type="checkbox"/> Day Camp (Grades 2-6) <input type="checkbox"/> Desk Attendant (Falcon Park) <input type="checkbox"/> Driving Range (Golf Course) <input type="checkbox"/> Facility Attendant (Falcon Park)	<input type="checkbox"/> Finance <input type="checkbox"/> Fitness Center Attendant <input type="checkbox"/> Fitness Instructor <input type="checkbox"/> Groom (Horse Stables) <input type="checkbox"/> Golf Course Maintenance <input type="checkbox"/> Instructor* <input type="checkbox"/> Kids Camp (Ages 5-6) <input type="checkbox"/> Mechanic <input type="checkbox"/> Other** <input type="checkbox"/> Park Maintenance <input type="checkbox"/> Personal Trainer <input type="checkbox"/> Pools <input type="checkbox"/> Cashier <input type="checkbox"/> Lifeguard <input type="checkbox"/> Management <input type="checkbox"/> Pool Attendant	<input type="checkbox"/> Preschool Assistant <input type="checkbox"/> Preschool Teacher <input type="checkbox"/> Pro-Shop (Golf Course) <input type="checkbox"/> Ranger/Starter (Golf Course) <input type="checkbox"/> Riding Instructor (Horse Stables) <input type="checkbox"/> Scorekeeper <input type="checkbox"/> Sports Camp (Grades 4-6) <input type="checkbox"/> Stable Hand (Horse Stables) <input type="checkbox"/> Summer Club (Ages 3-4) <input type="checkbox"/> Theatre Technician <input type="checkbox"/> Trades <input type="checkbox"/> Umpire/Referee <input type="checkbox"/> Baseball <input type="checkbox"/> Basketball <input type="checkbox"/> Soccer
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*Instructor or Coach (Specify class, program or sport) _____ Other** (Specify) _____

LOCATION (Mark all that may be applicable)

<input type="checkbox"/> Birchwood <input type="checkbox"/> Combined Service Facility <input type="checkbox"/> Community Center <input type="checkbox"/> Cutting Hall/Amphitheater	<input type="checkbox"/> Falcon Park <input type="checkbox"/> Golf Course <input type="checkbox"/> Maple Park <input type="checkbox"/> Parkside	<input type="checkbox"/> Eagle Park <input type="checkbox"/> Pro Shop <input type="checkbox"/> Horse Stables <input type="checkbox"/> Pool (Birchwood, Eagle, Family Aquatic Center, Willow) <small>(circle one)</small>
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Full-time/Full Benefited
 Part-time
 Seasonal (less than 90 days)

of Hrs/Wk Desired: _____ Beginning/Ending Dates (Seasonal): _____

Date Available _____ Days/Hours Available _____

Were you previously employed by us? _____ Who was your supervisor? _____

Date(s) (most recent) _____ Location(s) _____

Does any Park District employee know you? _____ Who? _____

Do you have transportation? _____ Do you have a valid: Drivers License? _____ Commercial License? _____

Rate of pay expected: _____ Are you willing to work for minimum wage? _____

Are you legally eligible for employment in the United States? (If yes, proof is required) _____

Are you under age 18? Yes No Do you need a Work Permit (ages 14 & 15)? Yes No

Education	Name	City/State	Graduated (Y/N)	Area of Study
High School				
College				
Other				

EXPERIENCE List below all present and past employers, starting with the most recent:

Business Name _____ Address _____
 Phone _____ Type of Work _____
 Supervisor _____ Dates Worked _____ Wage _____
 Reason for Leaving _____ May We Contact? _____

Business Name _____ Address _____
 Phone _____ Type of Work _____
 Supervisor _____ Dates Worked _____ Wage _____
 Reason for Leaving _____ May We Contact? _____

Business Name _____ Address _____
 Phone _____ Type of Work _____
 Supervisor _____ Dates Worked _____ Wage _____
 Reason for Leaving _____ May We Contact? _____

Business Name _____ Address _____
 Phone _____ Type of Work _____
 Supervisor _____ Dates Worked _____ Wage _____
 Reason for Leaving _____ May We Contact? _____

References: List 3 persons not related to you who are sufficiently familiar with your work and qualifications.

Name	Address	Phone	Years Acquainted
1.			
2.			
3.			

Referred by: _____ May references be contacted? _____

Are you presently employed? _____ May present employer be contacted? _____

List experiences, skills, qualifications and special interests that you consider valuable to the Park District

Do you have experiences with or certification for the following? If so, provide information (details/dates).

Languages you can speak, read and/or write:

CPR/AED Training/Certification Yes No

Lifeguarding Certificate Yes No

Lifeguard Training Instructor Yes No

Water Safety Instructor Yes No

Data entry experience Yes No

MicroSoft Word Yes No

MicroSoft Excel Yes No

Preschool and/or elementary education training/certification Yes No

List Fitness Instructor or Personal Trainer certifications:

Are you bonded? Yes No

Other:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

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 any pertinent information they may have, and release all parties from all liability for damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

Have you been convicted of a felony? Yes No

The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applications, 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.

Date

Signature

DO NOT WRITE BELOW THIS LINE

Application received at _____ by _____

Application forwarded to:

Date receipt confirmation letter sent:

Interviewed by _____ Date _____

Remarks:

Application Reviewed by & Date

Name	Firm	Comments	Date

Application Reviewed by & Date

Name	Firm	Comments	Date

Hired: Yes By _____ Date _____ No

Date _____ Position _____

Salary/Hourly Rate of Pay \$ _____ Starting Date _____

Enrollment packet completed _____ Supervisor _____

Notes: