

Application for Employment
Lombard Park District
 227 W. Parkside Ave
 Lombard, IL 60148
 (630) 627-1281
 AN EQUAL OPPORTUNITY EMPLOYER



Please Print

Position(s) applied for _____ Date of application _____

Name (Last, First, M.I) _____

Address (Street, City, St.) _____

Home Phone _____ Cell Phone _____ E-mail _____

Work Preference (mark all that apply) Full-time Part-time Seasonal

Are you 18 years or older? Yes No

Do you have a valid Illinois driver's license?..... Yes No

If employed, can you provide proof of authorization to work in the US? Yes No

Have you ever been employed by the Lombard Park District? Yes No

If yes, give dates and positions: _____

Desired Salary Range \$ _____ Date Available for Work: _____

Educational Record

High School: _____

Did you graduate? Yes No Years Attended 1 2 3 4

College/ University: _____

Degree: _____ Years Attended 1 2 3 4

Trade School: _____

Certificate/Diploma _____ Years Attended 1 2 3 4

Special Skills

List any skills, languages, licenses, training, equipment used, etc. applicable to the position you are applying for:

Personal Data

Please list the name, address and telephone number of three (3) references who are not related to you:

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Employment History

(Provide information of your past two (2) employers, assignments or volunteer activities starting with the most recent.)

1. Employer _____ Dates of Employment _____

Address _____ Phone _____

Salary _____ Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No

Reason for leaving _____

2. Employer _____ Dates of Employment _____

Address _____ Phone _____

Salary _____ Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No

Reason for leaving _____

The Lombard Park District has an Anti-nepotism Policy which prohibits the hiring of a close relative of any current full time employee or Board member in any capacity. In addition, the employment of any relative will not be permitted when this employment is within the same department. For the purpose of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. For the purpose of this policy, the term "any relative" includes the following relationships, whether established by blood, marriage, or other legal action: all "close relatives", step-child, aunt, uncle, niece or nephew.

I understand and acknowledge this policy and do not have any relatives or Board members working for the District. _____ (Initial)

The district is required by state statute (70 ILCS 120/8-23) 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. I understand that an offer of employment may be contingent upon the review of my background check to determine if I have criminal convictions or traffic cases which would affect the job for which I am applying.

Have you ever been convicted of a felony? Yes No

If yes, date ___/___/___ Charge _____ City/State _____

Have you ever been convicted of misdemeanor? Yes No

If yes, date ___/___/___ Charge _____ City/State _____

Applicant Statement

I certify that all the information submitted by me on this application is true and complete to the best of my belief and knowledge.

I understand and acknowledge that this application and/or any offer of employment which I may receive from the Lombard Park District does not, and is not intended to create a contract of employment or any contractual rights in favor of the Park District or me beyond those existing in an "at will" employment relationship. I understand that any employment relationship which may arise between the Park District and me will be an "at will relationship," which means that the Park District reserves the right to change, modify, suspend, revoke or terminate any employment at any time, with or without reason and with or without notice.

I understand and acknowledge that any offer of employment may be contingent upon my ability to satisfy any physical and/or mental requirements for the position offered, which may require me to submit to a drug test and/or physical examination to be administered by a qualified practitioner.

I understand and acknowledge that an offer of employment is contingent upon my ability to satisfy the applicable requirements of the Immigration Reform and Control Act of 1986.

Signature of Applicant

Date

For office use only:

Arrange Interview: Yes No Date: _____ Interviewer: _____

Remarks: _____

Reference Checks: Yes No By: _____