



# Application for Employment

75 E. Richmond St., Westmont, IL 60559  
630.963.5252 www.westmontparks.org

Revised 3/2018

## EQUAL EMPLOYMENT POLICY

We welcome you as an applicant for employment with the Westmont Park District. Your application will be reviewed on the basis of merit. Under all applicable laws, employers are prohibited from discriminating on the basis of race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, sexual orientation, pregnancy, military status, unfavorable discharge from military service, physical or mental disability unrelated to a person's ability to perform the essential functions of the job.

## EMPLOYMENT APPLICATION INSTRUCTIONS

Please furnish us with complete information as required by this application. Falsifying information on this application may be grounds for disqualification from employment or termination of employment if hired. All information included in this application or obtained in conjunction with this application will be considered personal and confidential, and will be used only to evaluate your possible employment with the District.

NAME \_\_\_\_\_  
last first middle

DATE OF APPLICATION \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

POSITION(S) APPLIED FOR \_\_\_\_\_  
\_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

IN CASE OF ACCIDENT OR EMERGENCY, PLEASE NOTIFY

\_\_\_\_\_ name

\_\_\_\_\_ address

\_\_\_\_\_ phone

HOW DID YOU LEARN OF THIS JOB OPENING?  
(check one)

\_\_\_\_\_ Advertisement \_\_\_\_\_ Walk-in

\_\_\_\_\_ Friend or Relative \_\_\_\_\_ Website

\_\_\_\_\_ Social Media \_\_\_\_\_ Other \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH / WITHOUT REASONABLE ACCOMMODATION? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If no, describe the functions that cannot be performed

\_\_\_\_\_  
\_\_\_\_\_

*Note: This Park District complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.*

I AM APPLYING FOR (check one)

\_\_\_\_\_ Full Time

\_\_\_\_\_ Part Time

\_\_\_\_\_ Seasonal

HAVE YOU EVER APPLIED TO THE WESTMONT PARK DISTRICT BEFORE?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give dates \_\_\_\_\_

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED BY THE WESTMONT PARK DISTRICT?

If yes, give name, department & relationship

\_\_\_\_\_  
\_\_\_\_\_

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK?

\_\_\_\_\_

If hired, each employee must undergo a criminal background check and a pre-employment drug & alcohol test. Conviction is not an automatic bar to employment, and each case will be considered on its own merits; however, falsification of information concerning criminal history will be grounds for disqualification from employment.

Have you been convicted of a felony or a misdemeanor within the last 5 years?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, describe \_\_\_\_\_

### EDUCATIONAL INFORMATION

(please circle highest grade completed)

ELEMENTARY            6       7       8                                      HIGH SCHOOL            9       10       11       12  
COLLEGE                1       2       3       4       5       6       7       8

HIGH SCHOOL NAME & LOCATION \_\_\_\_\_

HIGH SCHOOL DATES ATTENDED \_\_\_\_\_

IF GRADUATED, MONTH & YEAR \_\_\_\_\_

COLLEGE/GRADUATE SCHOOL NAME & LOCATION \_\_\_\_\_

COLLEGE/GRAD SCHOOL DATES ATTENDED \_\_\_\_\_

MAJOR & DEGREE \_\_\_\_\_

ACTIVITIES, HONORS & AWARDS \_\_\_\_\_

SUBSEQUENT COURSE OR STUDIES \_\_\_\_\_

**List any skills that you may have that relate to this position. Also list any correspondence courses, seminars, workshops and certificates that you hold that may relate to this position**  
\_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT EXPERIENCE

Start with your present or last job. Please supply all information requested. You are encouraged to submit a personal resume in addition to this application.

EMPLOYER NAME \_\_\_\_\_

PHONE NUMBER & ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

HOURLY RATE/SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**EMPLOYMENT EXPERIENCE CONTINUED**

EMPLOYER NAME \_\_\_\_\_

PHONE NUMBER & ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

HOURLY RATE/SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_

PHONE NUMBER & ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

HOURLY RATE/SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A REFERENCE?      \_\_\_\_\_ YES      \_\_\_\_\_ NO

PERSONAL REFERENCES (not former employers or relatives)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ YRS. KNOWN \_\_\_\_\_

EMAIL \_\_\_\_\_

PERSONAL REFERENCES (not former employers or relatives)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ YRS. KNOWN \_\_\_\_\_

EMAIL \_\_\_\_\_

PERSONAL REFERENCES (not former employers or relatives)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ YRS. KNOWN \_\_\_\_\_

EMAIL \_\_\_\_\_

I understand that employment with the Westmont Park District is contingent upon my satisfaction of the District's requirements for the position applied for, as well as a driver's license and criminal background check and a pre-employment drug & alcohol test. I also understand that, if hired, I will be required to satisfactorily complete a probationary period as designated at the time of hire. I certify that the above statements are true and correct to the best of my knowledge, and acknowledge my understanding that providing false, misleading or incomplete information may be grounds for disqualification from employment with the District or termination from employment if I am hired. I hereby consent to and authorize an investigation of all statements made in this application. I further understand that, if hired, I will be required to abide by all rules and regulations of the District for its employees.

\_\_\_\_\_

signature of applicant

\_\_\_\_\_

date

## FOR DEPARTMENTAL USE ONLY

INTERVIEWED  YES  NO

INTERVIEWED BY \_\_\_\_\_ TITLE \_\_\_\_\_

INTERVIEW DATE \_\_\_\_\_

HIRED  YES  NO

POSITION \_\_\_\_\_ DEPT. \_\_\_\_\_

STARTING SALARY/WAGE \_\_\_\_\_

START DATE \_\_\_\_\_

APPROVED \_\_\_\_\_

department head

director

ORIENTATION COMPLETED  YES  NO DATE \_\_\_\_\_