

JUSTICE PARK DISTRICT APPLICATION FOR EMPLOYMENT



7747 Oak Grove Avenue, Justice, IL 60458 www.justiceparkdistrict.com
Phone: 708-458-1370
Fax: 708-458-1371

Applicant/Organization Information

JUSTICE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

Employment with the Justice 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.

The Justice Park District provides park services to our community. We are open 7 days a week. If you become an employee of the Justice Park District, you will be required to work different shifts, including weekends and holidays along with overtime that may be mandatory. You will be subjected to a thorough background check prior to employment.

Personal Information

First Name: _____ Last Name: _____ M.I. : _____

Present Address: _____ City: _____ State: _____ ZIP: _____

Primary Phone: _____ Email Address: _____

Driver's License #: _____ DL State: _____ DL Exp. Date: _____

Is your driver's license valid? YES / NO Any Restrictions? _____

Are you over 18? YES / NO Are you legally authorized to work in the United States? YES / NO

How did you learn of this opening? _____

Have you ever applied here before? YES / NO If YES, when? _____

Have you ever worked here before? YES / NO If YES, when? _____

What languages, other than English, do you speak and/or write fluently? _____

Have you ever been convicted of any felony? 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

The district is required by state statute (70 ILCS 1205/823) to obtain criminal conviction information concerning applicants offered employment and shall perform a criminal background check for applicants for all positions, including the positions for which you 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 for consideration for working for the district. All other convictions shall not automatically disqualify from consideration, but rather, the conviction will be considered in relationship to the specific job.

If yes, please describe: _____

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Employment Desired

Position applying for: _____

If hired, what date would you be able to start? ____ / ____ / ____

Are there any days or hours you would be unable or unwilling to work? Yes / No

If yes, please specify those days or hours: _____

Education

Type of School	Name & Address	Years Attended	Graduated?	Diploma/Degree?
High School				
College				
Other				

Are you a veteran of the US Military? Yes / No If Yes, Branch & Rank: _____

Are you currently, or have been, in the National Guard or Reserves? Yes / No

Personal References

Excluding former employers or relatives. Please include complete information.

Name, Occupation & Relationship	Address	Phone #

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Employment History

List your last three employers, starting with your present or most recent employer. Including military, part-time, summer and relevant volunteer work.

Employer: _____ Telephone: _____
Address: _____
Supervisor's Name: _____
Your Title: _____
Your Duties: _____
What did you like most about your position? _____
What did you least like about your position? _____
Reason for leaving: _____
May we contact this employer: Yes / No
Employment Start: ____ / ____ Employment End: ____ / ____
Full Time or Part Time? _____
Last Salary? _____

Employer: _____ Telephone: _____
Address: _____
Supervisor's Name: _____
Your Title: _____
Your Duties: _____
What did you like most about your position? _____
What did you least like about your position? _____
Reason for leaving: _____
May we contact this employer: Yes / No
Employment Start: ____ / ____ Employment End: ____ / ____
Full Time or Part Time? _____
Last Salary? _____

Employer: _____ Telephone: _____
Address: _____
Supervisor's Name: _____
Your Title: _____
Your Duties: _____
What did you like most about your position? _____
What did you least like about your position? _____
Reason for leaving: _____
May we contact this employer: Yes / No
Employment Start: ____ / ____ Employment End: ____ / ____
Full Time or Part Time? _____
Last Salary? _____

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Additional Information

Explain any gaps in your employment, other than those due to personal illness or disability:

If not addressed on previous pages, have you ever been fired or asked to resign from a job? Yes / No
If yes, please explain:

Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your company when absent, or any other attendance related reasons? Yes / No
If yes, please explain:

Have you ever been disciplined or discharged for theft, unauthorized removal of company property or related offenses? Yes / No
If yes, please explain:

Have you ever been disciplined or discharged for fighting, assault or related offenses? Yes / No
If yes, please explain:

Have you ever been disciplined or discharged for being under the influence of alcohol or drugs or for possession, use or abuse of alcohol or drugs? Yes / No
If yes, please explain:

Have you ever been disciplined or discharged for insubordination? Yes / No
If yes, please explain:

Have you ever been disciplined for violating a safety rule(s)? Yes / No
If yes, please explain:

Note to Applicants: Do not answer the question unless you have been informed about the essential requirements of the job for which you are applying for. You may obtain a copy of the job description at the Administrative Office.

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 applied? Yes / No

Use this space below to describe why you are interested in working for our agency and to list all those skills and abilities which you feel particularly qualify you for the position with us.

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Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Justice Park District is true, complete and correct.

I expressly authorize without reservation, the Justice Park District, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institution and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the Justice Park District, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Justice Park District does not unlawfully discriminate in employment and no question on this application is used for purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current only for 1 year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it is necessary for me to reapply and fill out a new application.

If I am hired, I agree to conform to the Justice Park District's rules and regulations, and I understand I am free to resign at any time, with or without a cause and with or without a prior notice, and the Justice Park District reserves the same right to terminate my employment at any time, with or without a cause and with or without prior notice, except where required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Justice Park District is authorized to make any assurances to the contrary and that no implied oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the Justice Park District Executive Director. I also understand and agree that the terms and conditions of my employment may be changed, with or without a cause, and with or without notice at any time by the Park District.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the Justice Park District's service, wherever it is discovered.

Do not sign until you have read the above applicant statement.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date _____

Printed Name _____

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Authorization for Release of Personal Information

I request, authorize and consent, without reservation, to the release of information to the Justice Park District from all references (personal and professional) regarding my previous employment and authorize all past employers or agents which the Justice Park District may designate, to respond to oral or written inquiries from the Justice Park District regarding my employment record, including, but not limited to, positions held, dates of employment, last pay raise, work performance, disciplinary records, liability incidents of dishonesty, insubordination, violence, and/or unsafe, harmful, or threatening behavior.

In order to determine my fitness for employment with the Justice Park District, I agree to submit to an independent medical examination which shall include drug and alcohol testing, and I agree to submit to psychological examination.

I do knowingly, freely and voluntarily release, remise and discharge the Justice Park District, each member municipality, and the respective boards of the member municipalities at the Justice Park District, their agents, officers, representatives, elected officials, employees and independent contractors, from any and all liability claims, cause of action or damages arising out of, or as a result of, any written or oral inquiry or any information provided or released, as a result of any written or oral inquiry, or from my submission to the medical examination, drug and alcohol testing or psychological examination referenced herein. I assume all risk of loss or damages for testing, release of information or administering or taking of the examinations or tests. I also release any and all of my former employers, and their representatives, employees or the like, from any and all liability which may result from the information supplied by them to the Justice Park District.

I hereby certify that any and all statements made as a part of my employment submission or application to the Justice Park District are true and correct and I agree and understand that any misstatement of material fact made by me in the application process will cause a forfeiture of my part of employment with the Justice Park District on such terms as may be determined solely by the Justice Park District and its Board. If I am employed by the Justice Park District, I agree to provide any and all additional documentation necessary for employment with the Justice Park District.

Signature of Applicant _____

Date _____

Printed Name _____