

Employment Application



WHITE PINES
— GOLF CLUB —

Date of Application _____

The Bensenville Park District is an equal opportunity employer. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, 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.

Referral Source: Advertisement Friend Relative Walk-in Other

Name: First _____ Last _____ Middle _____

Address _____

Phone _____ Email _____

Do you have a valid Driver's License? Yes No

If you are under 16 years of age can you furnish a work permit? Yes No

Have you ever been employed with us before? Yes No If yes, give date _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you legally eligible for employment in this country? Yes No

Application for: Bensenville Park District White Pines Golf Club

Positions applied for: _____

Available for: Full Time Employment Part Time Employment Seasonal

Indicate the days and hours you are available for work:

_____ Sunday Monday Tuesday Wednesday Thursday Friday Saturday

From _____

To _____

Are you willing to work overtime as required? Yes No

Desired salary/wage? _____ Date available to begin work: _____

EDUCATIONAL BACKGROUND

Education School Name/Location Years Completed Major Yes/No Degree Diploma

High School

College/University

Other Training

Have you ever been convicted of any felony? Yes No

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

If yes, describe:

WORK HISTORY (*Begin with most current employment*)

Employer _____

Address _____ Phone _____

Date started _____ Starting Position _____

Date left _____ Position on Leaving _____

Name and Title of Supervisor _____

Description of duties _____ Reason for Leaving _____

Employer _____

Address _____ Phone _____

Date started _____ Starting Position _____

Date left _____ Position on Leaving _____

Name and Title of Supervisor _____

Description of duties _____ Reason for Leaving _____

Employer _____

Address _____ Phone _____

Date started _____ Starting Position _____

Date left _____ Position on Leaving _____

Name and Title of Supervisor _____

Description of duties _____ Reason for Leaving _____

Please explain any gaps in employment:

Please list any skills, licenses, training, etc. applicable to the position for which you are applying:

Note to Applicants: Do not answer this question unless you have been informed about the essential requirements of the job for which you are applying. You may obtain a copy of the job description at the Business 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 have applied? Yes No

PROVIDE THREE EMPLOYMENT REFERENCES

Name of Reference _____

Name of Employer _____

Address _____

Phone _____

Supervisor Co-Worker Other (*Explain*) _____

Name of Reference _____

Name of Employer _____

Address _____

Phone _____

Supervisor Co-Worker Other (*Explain*) _____

Name of Reference _____

Name of Employer _____

Address _____

Phone _____

Supervisor Co-Worker Other (*Explain*) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that all the information submitted by me on this application is true and complete, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and hereby release and waive any claim against the Bensenville Park District which may allegedly arise from such investigation. I further understand that if any false information, omissions, or misrepresentations are either contained in my application or given during any interview and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the Bensenville Park District's rules and regulations, and I agree that my employment is "at-will" and my employment and compensation can be terminated, with or without cause, and with or without notice, at anytime, at either my or the Park District's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause, and with or without notice at any time by the Bensenville Park District.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

Applicant's Signature _____ **Date** _____

FOR OFFICE USE ONLY

Contacted Applicant? Yes No **Date** _____

Arranged Interview? Yes No **Date & Time** _____

Notes:

Initials of staff reviewing application: _____