

Employment Application

PLEASE READ CAREFULLY

Thank you for your interest in the Byron Park District. **In order to have your application processed, you must thoroughly answer all questions on the application form. Applications filled out incompletely will not be considered.** While we encourage you to attach a resume, please note that a resume will not substitute for completing any portion of this application. All information will be treated confidentially.

Byron Park District, an Equal Opportunity Employer, considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status, or other legally protected status.

Name: _____

Position Applying for: _____

Date: _____

Internal Use Only

Date Received _____

Reviewed by _____

Employment Application

General Information

| | | | | |
|---|-------------------|--------------------|--|----------------|
| Last Name | First | Middle Initial | Social Security No. - - | |
| Street Address | | City | State | Zip Code |
| Home Phone () | Work Phone () | Other Phone () | | |
| Position Applied For (Title) | Department | Job Code | Salary Requirement \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually | Date Available |
| How did you learn of this vacancy (please list the specific employee, newspaper, web site, or other source)? | | | | |
| Are you over 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | |
| Are you eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (If offered employment, you will be required to provide documentation to verify eligibility.) | | | | |

Previous Affiliation

| |
|--|
| Are you now or have you ever been employed by the Byron Park District? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list the location, title, department, and dates below: |
|--|

Education

| | | | |
|---------------------------------------|---------------|---------------|---|
| High School Name | City | State | Diploma/Equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| College and/or Technical School Name | City | State | Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Major | Degree Earned | | If degree not earned, years completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| Other Training or Degrees School Name | | City | State |
| Major | | Degree Earned | |

Professional Licenses or Certifications

| | | | |
|-------|-----|-------------------------------|-----------------|
| Title | No. | Issuing State or Organization | Expiration Date |
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Employment Application

Record of Conviction

Have you ever been convicted of a crime other than a minor traffic offense (including during Military Service)?

*The Byron 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 © of said statute shall automatically disqualify the applicant from consideration for working for the district. All the convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job. **The applicant is not obligated to disclose sealed or expunged records.***

No Yes If yes, explain:

Equal Opportunity Employer

Employment History: List current/last employer first, include U.S. military service.

| | | | | | |
|---|-------------|--------------|---------------------------|-------|----------|
| Employer Name | Address | | City | State | Zip Code |
| Telephone No. () | Your Title | | Department | | |
| Beginning Date | Ending Date | Final Salary | Supervisor's Name & Title | | |
| If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Summary of duties: | | | | | |
| Reason for leaving: | | | | | |
| Employer Name | Address | | City | State | Zip Code |
| Telephone No. () | Your Title | | Department | | |
| Beginning Date | Ending Date | Final Salary | Supervisor's Name & Title | | |
| Summary of duties: | | | | | |
| Reason for leaving: | | | | | |
| Employer Name | Address | | City | State | Zip Code |
| Telephone No. () | Your Title | | Department | | |
| Beginning Date | Ending Date | Final Salary | Supervisor's Name & Title | | |
| Summary of duties: | | | | | |
| Reason for leaving: | | | | | |

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Skills

| | | | | |
|---|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| List of software in which you are proficient: | | | | |
| List computer programming language in which you are proficient: | | | | |
| Second Languages (including Sign Language): | Fluency | | | |
| Language | Written | | Spoken | |
| | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Please list any other skills relevant to the position for which you are applying: | | | | |

Have you ever been discharged or asked to resign from a job? No Yes If yes, explain:

PLEASE READ CAREFULLY BEFORE SIGNING

In consideration of my employment, I agree to conform to the Byron 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 Byron Park District's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the Byron Park District.

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.

The Byron Park District is an Equal Opportunity Employer. Employment with the 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, sexual orientation, 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 and interview process should notify the Byron Park District Executive Director or the Byron Park District Board of Commissioners.

The Byron 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 for the district. All the convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

I understand that I am not required to disclose my sealed or expunged records of convictions.

I understand that I will be required to sign an "Authorization to Release Information", "Waiver of Release of All Claims" and the "Illinois State Police – Conviction Information Request" regarding the Byron Park District's investigation of my reference and employment checks. I also understand that I may be required to report to the Ogle County Jail to be fingerprinted.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that false statements of any kind or omission of facts called for on this application are a basis for dismissal regardless of when they are discovered. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is at-will, which means that either I or the Byron Park District may terminate my employment at any time with or without notice or cause. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute the terms of any implied employment contract.

I acknowledge that I have read and understand all statements contained in this application as evidenced by my signature below.

Signature of Applicant: _____ Date: _____

Invitation for Self-Identification for Applicants

The Byron Park District is an equal opportunity employer. In recognition of its responsibility to its paid and volunteer staff, and the community it serves, the Byron Park District affirms its policy to assure fair and equal treatment in all of its employment practices for all persons. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status, or other legally protected status. To help us track our organizational success, we ask your assistance in filling out this voluntary self-identification form. In addition to our internal tracking, the Byron Park District must meet government recordkeeping and reporting requirements.

Completion of this form is voluntary, and will not affect your application for employment with the Byron Park District. This information will be kept in confidence and will not accompany your application to the prospective supervisors. Please contact the EEO Office if you have any questions.

Name: _____

Date: _____

Position applying for: _____

Check all that apply:

Female

Male

White, Not Hispanic

Hispanic or Latino

Black or African-American, Not Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Vietnam Era Veteran: A veteran who: (1) served on active duty for more than 180 days any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

Other Protected Veteran: Veteran's who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.