



# MEDINAH PARK DISTRICT EMPLOYMENT APPLICATION



(Please Print Clearly)

Name:

\_\_\_\_\_

Last First Middle

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Job Classification: **FULL TIME** **PART TIME** **SUMMER** **OTHER** \_\_\_\_\_  
(Check One)

Present Address \_\_\_\_\_

Street Address City, State Zip code

Telephone No. ( ) \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Email Address \_\_\_\_\_ Secondary Phone: ( ) \_\_\_\_\_

Please circle the appropriate response:

If hired, and you are under 16, can you furnish a work permit? YES NO N/A

Can you furnish proof of eligibility to work in the U.S.? YES NO N/A

Are you currently employed? YES NO N/A

Are you on lay-off from another job? YES NO N/A

Have you ever applied or worked here before? YES NO N/A

If yes, please identify date: \_\_\_\_\_

What hours are you available to work? \_\_\_\_\_

Earliest date you can start \_\_\_\_\_

## GENERAL INFORMATION

List professional activities, associations and memberships \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What language(s) do you speak, read and write? \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

List your last three employers. Begin with your present employer or most recent employment.

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Describe Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? YES NO  
If yes, please sign \_\_\_\_\_

2. Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Describe Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? YES NO  
If yes, please sign \_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Describe Work Performed \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? YES NO  
If yes, please sign \_\_\_\_\_

Summarize your related job skills/certifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## U.S. MILITARY (if applicable)

Present Status (check one): **US Armed Forces Reserve**      **National Guard**      **Ready Reserve**

Give detail commitment and duration of commitment \_\_\_\_\_

### EDUCATION

	Name and Location	Dates Attended	Did you graduate?	Major/Field
High School				
College				
Trade School				
Other				

### REFERENCES

List below the names of three persons (preferably professional) not related to you, who you have known for at least one year which we can contact.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN
1. _____			
2. _____			
3. _____			

### NOTE TO APPLICANT

*If granted an interview, please bring two forms of identification in accordance with the Immigration and Naturalization Verification Form. Please ask if unsure about this requirement.*

Any or all of the following requirements may pertain to the position you are applying for:

\_\_\_\_ **HEALTH REQUIREMENTS:** All full-time positions require a pre-placement physical and drug test. Depending on position, certain part-time employees may be subject to a pre-placement physical. Physical shall be given by a doctor and at a location determined and paid for by the Medinah Park District. Employment may be offered contingent on physical.

\_\_\_\_ **CRIMINAL BACKGROUND CHECK:** A Criminal Background Check is required for all full and part time positions.

\_\_\_\_ **SPECIAL LICENSE REQUIREMENT:** A special commercial driver's license (CDL) may be required for employment in some positions. Failure to provide a special license would cause termination of employment.

\_\_\_\_ **EQUIPMENT OPERATORS:** For insurance reasons, some positions may require a minimum age of 18 years old. Check here if you fulfill this requirement.

**DRIVER ABSTRACT REQUIREMENT:** At the time of hire, a Drivers Record Abstract from the Illinois Secretary of State will be secured for all full-time positions and some part-time and seasonal positions (depending on job description) and will also be done at least annually.

Driver's License Number _____	State _____		
Driver's License Class _____	Is your license valid?	YES	NO
Has your driver's license ever been revoked or suspended?		YES	NO
If "yes", give details including when, where and for what reason _____			
_____			
Have you ever been convicted of a felony?		YES	NO
If yes, explain _____			
_____			

The Medinah Park District will not discriminate against a qualified individual with a disability in regard to job application procedures, hiring, advancement, compensation, job training, discharge or any other terms, conditions or privileges of employment.

Applicants are not obligated to disclose expunged juvenile records of adjudication or arrest. The Medinah Park District will not ask, in any format or context, if an applicant has had a juvenile record expunged.

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"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you."

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**MEDINAH PARK DISTRICT  
MISSION STATEMENT**

...to enhance the quality of life of the park district community, to promote sound and effective use of park district resources, to provide safe and enjoyable opportunities and to preserve and maintain open space.

**22W130 THORNDALE AVENUE— MEDINAH, IL 60157  
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