



APPLICATION FOR EMPLOYMENT

75 EAST RICHMOND STREET
WESTMONT, IL 60559
(708)963-5252

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, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability or unfavorable discharge from military service. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Westmont Park District. Please furnish us with complete information as outlined in this application. Falsifying information may be grounds for disqualification or dismissal. Please use a typewriter or print in dark ink. If you have any questions, please let us know.

DATE OF APPLICATION _____

POSITION(S) APPLIED FOR _____

NAME _____
Last First Middle

DEPARTMENT _____

HOME ADDRESS: _____
(Number and Street)

(City, State and Zip Code)

DO YOU WANT: Full Time: _____
(Check One) Part Time: _____
Seasonal: _____

PHONE NO.: _____
(Home)

(Work, if applicable)

Have you ever applied to the Westmont Park District before? Yes ___ No ___

SOCIAL SECURITY NUMBER _____

If yes, give dates: _____

DRIVER'S LICENSE NUMBER AND CLASS:

Are you 18 years of age or older? _____

Do not provide driver's license number unless this box is checked.

Are you related to anyone currently employed by the Westmont Park District? If yes, give name, department and relationship.

HOW DID YOU LEARN OF THIS POSITION? Advertisement _____ Friend _____ Relative _____
Walk-In Employment Agency _____ Other _____

In case of accident or emergency, please notify:

Name Address Phone No.

Have you ever been convicted of a felony or within the last 7 years, a misdemeanor? (Conviction is not an automatic bar to employment. Each case will be considered on its own merits.) If hired, each employee must undergo an Illinois Conviction Request check.

Yes _____ No _____ If yes, describe:

On what date would you be available for work? _____

EDUCATIONAL INFORMATION

ELEMENTARY 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4 5 6 7 8
(Circle highest grade completed)

High School: Name of High School: _____ Location: _____

Dates (mo/yr) attended: _____ If graduated, month & year: _____

College/Graduate School: Name & Location	From jor	To	Degree	Ma-	Extracurricular Activities, Honors and Awards

Subsequent courses or studies:

List any skills that you may have that relate to this position. also list any correspondence courses, seminars, workshops and certificates you hold that might 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, if you so desire.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone No.			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone No.			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone No.			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
4	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone No.			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience: _____

May we contact your present employer for a reference? Yes _____ No _____

Personal References: (Not former employers or relatives.)

	NAME:	ADDRESS:	PHONE:	YRS. KNOWN
1.	_____	_____	_____	_____
	_____	_____		
2.	_____	_____	_____	_____
	_____	_____		

Please read the following statement:

I understand that employment with the Westmont Park District is contingent upon satisfying the requirements of the Park District as well as a complete driver's license check, if applicable, and/or conviction information request and the successful completion of a specified probationary period. I certify that the above statements are true and correct to the best of my knowledge and that I am aware that supplying false, misleading or incomplete information may be grounds for disqualification from consideration for employment or termination of employment. I understand, also, that I am required to abide by all rules and regulations of the Westmont Park District. I hereby authorize an investigation of all statements contained in this application.

Applicant's Signature

Date

FOR DEPARTMENTAL USE ONLY

Interviewed Yes _____ No _____

Interviewed by: _____ Title _____ Date _____

Hired: Yes _____ No _____ Position _____ Dept. _____

Start Salary/Wage: _____ Date Reporting to Work: _____

Approved: 1. _____ 2. _____

Department Head

Director

Orientation Completed: Yes _____ Date: _____