



Hello!

Thank you for your interest in the opportunities available with the Oak Lawn Park District.

Please fill out all three pages of the application form completely. Always specify the *kind of work* you are applying for. If you indicate *anything, open or leave the space blank*, your application will be disqualified. No application can be considered properly if the information is incomplete or unreadable. The Oak Lawn Park District does not hire 15 years and under (even with a work permit). You must be at least 16 years old to apply - some jobs may have higher age requirements.

Once received, your information will be given the fullest consideration by all departments of the park district. If a position is available which matches your qualifications, you will be contacted at once.

Once again, thank you for your interest in working for the park districts of Illinois.

OAK LAWN PARK DISTRICT  
9400 South Kenton, Oak Lawn IL 60453  
708/ 857-2225

10/10/10



# Oak Lawn Park District APPLICATION FOR EMPLOYMENT Pre-employment Questionnaire

*The Oak Lawn Park District is an Equal Opportunity Employer*

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact a representative of the Personnel Department.*

## **PERSONAL INFORMATION**

Date \_\_\_\_\_

Name \_\_\_\_\_

Last First Middle E-Mail Address

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

Street City State Zip Code

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Emergency Phone (\_\_\_\_) \_\_\_\_\_

In Case of Emergency Please Notify \_\_\_\_\_ Relationship \_\_\_\_\_

Name

## **EMPLOYMENT DESIRED**

FULL TIME  PART TIME  SEASONAL

KIND OF WORK APPLYING FOR \_\_\_\_\_

Department  MAINTENANCE  ICE ARENA  OAKVIEW CENTER  SPECIAL RECREATION  
 GOLF COURSE  DRIVING RANGE  PAVILION  RACQUET CLUB  
 BUSINESS OFFICE  POOLS  DAY CAMPS

Date you can start \_\_\_\_/\_\_\_\_/\_\_\_\_ Wage Desired \$\_\_\_\_\_ Are you presently employed?  YES  NO

If YES may we inquire of your present employer? \_\_\_\_\_

Ever applied to the Park District before?  YES  NO When \_\_\_\_\_

Ever worked for the Park District before?  YES  NO When \_\_\_\_\_ Where \_\_\_\_\_

Reason for leaving \_\_\_\_\_ a.

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 Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for 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 obligated to disclose sealed or expunged records of conviction.

Name of last Supervisor at the Park District \_\_\_\_\_

Who referred you to the Park District?  EMPLOYMENT AGENCY  NEWSPAPER AD  STATE EMPLOYMENT  
 SCHOOL PLACEMENT  WALK-IN  FRIEND  OTHER

## **EDUCATION**

	Location	Number of Years Attended	Did You Graduate	Average Grades
High School _____				
College _____				
Trade/Business/Correspondence _____				

## **GENERAL**

Subject of Special study or research work \_\_\_\_\_

Special qualifications do you have? \_\_\_\_\_

What office machines can you operate? \_\_\_\_\_

## **FORMER EMPLOYERS**

List 3 Employers, starting with the last Employer first and account for the last 5 years at a minimum (Additional sheets available)

Starting Date	Termination Date	Name & Address of Present or Last Employer	Type of Business
_____	_____	_____	_____
		_____	_____
		_____	_____
Description of Work _____			
Reason for Leaving _____			
Starting Wage \$ _____ Hour / Week / Year		Ending Wage \$ _____ Hour / Week / Year	
Name / Title of Supervisor _____		Phone # ( _____ ) _____	
May we contact Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO			

Starting Date	Termination Date	Name & Address of Present or Last Employer	Type of Business
_____	_____	_____	_____
		_____	_____
		_____	_____
Description of Work _____			
Reason for Leaving _____			
Starting Wage \$ _____ Hour / Week / Year		Ending Wage \$ _____ Hour / Week / Year	
Name / Title of Supervisor _____		Phone # ( _____ ) _____	
May we contact Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO			

Starting Date	Termination Date	Name & Address of Present or Last Employer	Type of Business
_____	_____	_____	_____
		_____	_____
		_____	_____
Description of Work _____			
Reason for Leaving _____			
Starting Wage \$ _____ Hour / Week / Year		Ending Wage \$ _____ Hour / Week / Year	
Name / Title of Supervisor _____		Phone # ( _____ ) _____	
May we contact Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO			

Starting Date	Termination Date	Name & Address of Present or Last Employer	Type of Business
_____	_____	_____	_____
		_____	_____
		_____	_____
Description of Work _____			
Reason for Leaving _____			
Starting Wage \$ _____ Hour / Week / Year		Ending Wage \$ _____ Hour / Week / Year	
Name / Title of Supervisor _____		Phone # ( _____ ) _____	
May we contact Supervisor <input type="checkbox"/> YES <input type="checkbox"/> NO			

**REFERENCES**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If you wish to be considered for employment by the Oak Lawn Park District, you must furnish at least two (2) references. We will not contact these references without your prior acknowledgment. These references should include someone who has supervised your work and someone who knows you personally.

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

" 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 damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of date of payment of my wages and salary, be terminated at any time without any prior notice."

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECURITY RELEASE**

" I hereby authorize any and all law enforcement agencies to release all information regarding any conviction record I may have. I hereby release all individuals, corporations, and agencies from all liability for any damage whatsoever that may ensue from furnishing same to the Oak Lawn Park District. I hereby agree also to be fingerprinted by the Oak Lawn Police Department if so requested."

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_