



Hello!

Thank you for your interest in opportunities available with the Hazel Crest 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/delayed in review. No application can be considered proper if the information is incomplete or unreadable. The Hazel Crest 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 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.

HAZEL CREST PARK DISTRICT
2600 W. 171st Street, Hazel Crest, IL 60429
708.335.1500 -- FAX: 708.335.0355



Hazel Crest Park District APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire

*The Hazel Crest 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

BLDG. MAINTENANCE PARK MAINTENANCE RECREATION/CAMPS CUSTOMER SERVICE

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.

Who referred you to the Park District? FACEBOOK OTHER: _____

WALK-IN FRIEND SCHOOL WEBSITE

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 (if applicable) (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 Hazel Crest 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 _____

Phone _____

Name _____
Title _____
Business _____
Address _____

Phone _____

Name _____
Title _____
Business _____
Address _____

Phone _____

Name _____
Title _____
Business _____
Address _____

Phone _____

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 Hazel Crest Park District. I hereby agree also to be fingerprinted by the Hazel Crest Police Department if so requested."

Applicant's Signature _____ Date ____/____/____