

# ROLLING MEADOWS PARK DISTRICT

## Application For Employment

\*All offers of employment are contingent upon passing a drug test and a criminal background check.

Rolling Meadows Park District is an equal opportunity employer. Employment is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, 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/INTERVIEW PROCESS SHOULD NOTIFY THE FINANCE SUPERINTENDENT.

Position(s) Applied For: Amy Charlesworth \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_

Driver's License # \_\_\_\_\_ (If driving is an essential job function.)

If you are under 18 years of age and it is required, can you furnish a work permit? \_\_\_\_ Yes \_\_\_\_ No

Have you submitted an application here before? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been employed with us before? \_\_\_\_ Yes \_\_\_\_ No If Yes, give date \_\_\_\_\_

Are you currently employed? \_\_\_\_ Yes \_\_\_\_ No

Are you legally eligible for employment in this country? \_\_\_\_ Yes \_\_\_\_ No

Application for (check applicable): \_\_\_\_\_ Parks Department \_\_\_\_\_ Custodial \_\_\_\_\_ Ice Rink  
\_\_\_\_\_ Recreation Department \_\_\_\_\_ Administration/Finance

Available for: \_\_\_\_\_ Part Time Employment \_\_\_\_\_ Full Time Employment \_\_\_\_\_ Seasonal

Are you willing to work overtime as required? \_\_\_\_ Yes \_\_\_\_ No

Desired salary/wage? \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? \_\_\_\_ Yes \_\_\_\_ No

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE ESSENTIAL REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. YOU MAY OBTAIN A COPY OF THE JOB DESCRIPTION AT THE BUSINESS OFFICE.**

Are you capable of performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied?

Yes \_\_\_\_ No \_\_\_\_

**EDUCATIONAL BACKGROUND (fill in below):**

Education	School Name/Location	Years Completed	Major	Yes/No Degree/Diploma
High School				
College/ University				
Other Training, Education				

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

---



---



---

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.

*The 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. Applicants are not obligated to disclose sealed or expunged records of convictions. 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.*

If yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

Have you served in the U. S. Armed Forces (include National Guard or Reserves) \_\_\_\_\_

Date of duty: \_\_\_\_\_ Branch of service: \_\_\_\_\_

Applicable skills acquired: \_\_\_\_\_

**WORK HISTORY (fill in below, beginning with most current employment).**

May we contact your present/most recent employer? \_\_\_ Yes \_\_\_ No

_____	_____	_____
Most recent employer	Address	Phone
_____	_____	_____
Date started	Date left	Position
_____		
Name and title of supervisor		
_____		
Description of duties		Reason for leaving

_____	_____	_____
Most recent employer	Address	Phone
_____	_____	_____
Date started	Date left	Position
_____		
Name and title of supervisor		
_____		
Description of duties		Reason for leaving

_____	_____	_____
Most recent employer	Address	Phone
_____	_____	_____
Date started	Date left	Position
_____		
Name and title of supervisor		
_____		
Description of duties		Reason for leaving

**NOTE: Please explain any gaps in employment.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

