

APPLICATION OF EMPLOYMENT

Tri-Township Park District
409 Collinsville Road
Troy, IL 62294
Phone 618-667-6887
Fax 618-667-7355
www.tritownshippark.org

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other protected status.

PERSONAL INFORMATION:

First Name _____ Middle Init _____ Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number _____ Cell Number _____

Email address _____ SS # _____

Type of employment desired: Full-time _____ Part-time _____ Permanent _____ Temporary _____

Specific title or position for which you are applying: _____

Military Service?

Are you a U. S. Veteran? Yes _____ No _____

Dates of Service: From _____ To _____

Drivers License Information:

Type of License: DL _____ CDL _____ State: _____

License Number _____ Expiration Date: _____

EDUCATION AND TRAINING:

If qualifying by education, copies of transcripts are required.

Check the box below the number which indicates the highest grade you have completed:

Grade School								High School				College				Total college hrs. completed:	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Sem. Hrs.	Qtr. Hrs.	
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4		

Name of School	Location: City and State	Graduate Yes No	Degree: Major & Minor Fields of Concentration
High School:		☐	☐
College or University:		☐	☐
Other (vocational, technical, trade schools, military training):		☐	☐
List the field(s) of work for which you are licensed, registered or certified, giving date(s) and source(s) of issuance:			

OFFICE TECHNOLOGY SKILLS:

- 1) List office equipment you are proficient with _____
- 2) List office-related skills you possess _____
- 3) List software applications you are proficient in _____
- 4) List computer languages you have programmed in _____

READ CAREFULLY: A complete employment history is mandatory for all civil service positions. The employment history will be reviewed to determine if it appears that minimum qualifications are satisfied; therefore, it is critical that you provide clear and concise information. Beginning with your most recent employment, list your complete employment history, including any gaps in employment and an explanation for the gaps. It is our policy to require this official application form for all civil service hires. Therefore, while a resume may be submitted with the application, data for each employer must be listed on this application form (the words "See Resume" may only be used as a substitute in the section entitled "Specific Duties Performed"). If multiple positions were held with the same employer, please indicate each position separately.

EMPLOYMENT HISTORY:

Please list all employment starting with current or last employer.

Current or Last Employer:		Mailing Address and Phone No.: () -	
Job Title:		Supervisor's Name:	
Employed (Mo./Yr.)	Separated (Mo./Yr.)	Starting Salary: \$	Per
/	/		
Reason for leaving: _____			
Specific Duties Performed: _____			
Full-Time _____ Yrs. _____ Mos.			
Part-Time* _____ Yrs. _____ Mos.			
*No. of part-time hours worked per week: _____			
Did you supervise others: ☐ Yes ☐ No If yes, how many people did you supervise? _____			

EMPLOYMENT HISTORY

Employer:		Mailing Address and Phone No.: () -	
Job Title:		Supervisor's Name:	
Employed (Mo./Yr.)	Separated (Mo./Yr.)	Starting Salary \$ Per	Ending Salary \$ Per
/ /			
Reason for leaving:			
Specific Duties Performed:			
Full-Time Yrs. Mos.			
Part-Time* Yrs. Mos.			
*No. of part-time hours worked per week:			
Did you supervise others: ☐ Yes ☐ No If yes, how many people did you supervise?			

Employer:		Mailing Address and Phone No.: () -	
Job Title:		Supervisor's Name:	
Employed (Mo./Yr.)	Separated (Mo./Yr.)	Starting Salary \$ Per	Ending Salary \$ Per
/ /			
Reason for leaving:			
Specific Duties Performed:			
Full-Time Yrs. Mos.			
Part-Time* Yrs. Mos.			
*No. of part-time hours worked per week:			
Did you supervise others: ☐ Yes ☐ No If yes, how many people did you supervise?			

Employer:		Mailing Address and Phone No.: () -	
Job Title:		Supervisor's Name:	
Employed (Mo./Yr.)	Separated (Mo./Yr.)	Starting Salary \$ Per	Ending Salary \$ Per
/ /			
Reason for leaving:			
Specific Duties Performed:			
Full-Time Yrs. Mos.			
Part-Time* Yrs. Mos.			
*No. of part-time hours worked per week:			
Did you supervise others: ☐ Yes ☐ No If yes, how many people did you supervise?			

Have you ever been convicted of a misdemeanor, or a felony, or pleaded no contest, or placed on

Court supervision? Yes _____ No _____

If so, please Explain: _____

As part of the background information that you provide on this application, you are not required to provide, and you shall not voluntarily provide Tri-Township Park District with any information regarding any conviction/arrest records pertaining to you that have been sealed or expunged.

A conviction record will not necessarily be a bar to employment: factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account in terms of the position applied for.

Have you ever been employed at the Tri-Township Park District?

Yes _____ Date Employed: _____ Date Separated: _____

No _____

Are you eligible to work in the United States? Yes _____ No _____

If you are under age 18, do you have an employment/age certificates? Yes _____ No _____

PRE-EMPLOYMENT STATEMENT

I authorize investigation of all statements contained in this application for employment as may be necessary in the judgment of Tri-Township Park District in arriving at an employment decision. This includes authorizing Tri-Township Park District to investigate all references and to secure additional information about me if related to this employment application. I further authorize Tri-Township Park District to contact law enforcement agencies with regard to criminal backgrounds records information and consumer reporting agencies with regard to credit and character information. I understand that such inquiries may be made during the processing of my application for employment. Further, I release from liability the Board of Commissioners of Tri-Township Park District and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that I will be required to take a physical and drug test and employment is subject to passing these tests.

I also affirm that I have not withheld any information asked for and that the statements made in this application are true and correct.

Any misrepresentation or falsification, intentional or unintentional, of information on this application may result in non-hire or termination.

The Tri-Township Park District requires its employees to reside within the Tri-Township Park District which covers Jarvis, southern portion of Pin Oak, and northern portion of Collinsville townships. If employed, the applicant agrees to fulfill this requirement within six (6) months of employment date.

Employment is contingent on verification of applicant's education, employment, personal references and State of Illinois background check.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such exchange is specifically acknowledged in writing by an authorized executive of this organization.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

Date: _____ Signature: _____

Applicant's Name: _____
(Please print legibly)

Date Received: _____ By: _____