



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

APPLICATION FOR EMPLOYMENT

PROSPECT HEIGHTS PARK DISTRICT is an equal opportunity employer. Employment with the Prospect Heights Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, sexual orientation, 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 contact a representative of the park district.

***Position Applying for:** _____ **Date:** _____

*Lifeguards must be 15 years old by June 1st of current year.

Camp Counselors must be 18 years old by June 1st of current year.

Parks Maintenance must be 18 years old.

If applying for any of these positions, do you meet the age requirement? Yes _____ No _____

Department: (Please circle) Golf Recreation Office Parks Maintenance

Available for: (Please circle) Part-Time Full-Time Seasonal

Date available to begin work: _____

Name: _____ **Phone(s):** Home _____ / Cell _____

Street _____ City _____ State _____ Zip _____

E-mail Address: _____

Current College Students: Please provide college address.

Street _____ City _____ State _____ Zip _____

If you are under 16 years of age, can you provide a work permit? _____

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

Do you have a valid driver's license? Yes _____ No _____

Are you currently employed? Yes _____ No _____ May we contact current employer? _____

Have you ever worked for the Prospect Heights Park District and/or Old Orchard Country Club before?

Yes _____ No _____



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The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants offered employment, 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.

Have you ever been convicted of any felony? Yes _____ No _____

If yes, please describe: _____

Employment History: Fill in employment starting with the most recent. Please explain any gaps in employment.

Employer _____	Phone _____	Position _____
Address _____		
Dates Employed: From _____ To _____	Hourly Rate/Salary _____	
Supervisor Name _____	Reason for Leaving _____	
May we contact for a reference Yes _____	No _____	

Employer _____	Phone _____	Position _____
Address _____		
Dates Employed: From _____ To _____	Hourly Rate/Salary _____	
Supervisor Name _____	Reason for Leaving _____	
May we contact for a reference Yes _____	No _____	

Employer _____	Phone _____	Position _____
Address _____		
Dates Employed: From _____ To _____	Hourly Rate/Salary _____	
Supervisor Name _____	Reason for Leaving _____	
May we contact for a reference Yes _____	No _____	



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Past and Current Volunteer Activities:

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

Language proficiency other than English: _____

Do you have previous recreational/park work experience? If so, please describe.

Educational Background:

	Name of School	Years Completed	Area of Study	Degree/Diploma
High School				
College				
Other				

References: (Other than Relatives)

Name	Telephone	Years Known

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 _____

Note to Applicant: 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 administration office.



**PROSPECT HEIGHTS
PARK DISTRICT**

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APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that all information submitted by me on this application is true and complete, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and hereby release and waive any claim against the Prospect Heights Park District which may allegedly arise from such investigation. I further understand that if any false information, omissions, or misrepresentations are either contained in my application or given during any interview and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the park district's rules and regulations, and I agree that my employment is "at-will" and my employment and compensation can be terminated, with or without cause, and with or without notice, at anytime, at either my or the park district's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause, and with or without notice at any time by the park district.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

This application for employment shall be considered active for a period of time not to exceed one 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 that time.

I certify that I have read, fully understand and accept all terms of the foregoing applicant agreement.

Signature of Applicant _____ **Date:** _____

FOR OFFICE USE ONLY

Contacted Applicant? _____ Date: _____

Arranged Interview? _____ Date & Time of Interview _____

Notes: _____

Initials of Staff reviewing application _____