



SPRINGFIELD PARK DISTRICT APPLICATION FOR EMPLOYMENT

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age, sex, marital or veterans' status, national origin, disability or any other legally protected status

All statements made by applicant for employment on this application form will be checked for accuracy.
Please read carefully, answer all questions, and print clearly in ink.

Name _____
Last First MI

Address _____
Street City State Zip

Telephone Number (or Number you can be reached) _____

Are you a resident of Sangamon County? _____ Yes _____ No
If no, would you relocate to Sangamon County? _____ Yes _____ No

Position Applying for/or Desired: 1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

If responding to advertisement/posting of position, list title of position applying: _____

Type of Employment? () Full-time () Part-time () Seasonal () Summer

If applying for a part-time or seasonal position, what days & hours are you available to work?
Days _____ Hours _____

Rate of Pay Expected? \$ _____ (hour), or \$ _____ (monthly)

How soon can you report to work? _____

Do you have a legal right to work in the United States? _____ Yes _____ No
If no, please explain: _____

Are you 16 years of age or older? _____ Yes _____ No (District Policy requires all applicants to be a minimum of 16 years of age or older, except if applying for certified lifeguard position)

Have you made application w/ the SPD in the past six (6) months? _____ Yes _____ No
If yes, give date and position applied _____

Have you ever been convicted of a felony?* _____ Yes _____ No . . . or misdemeanor in last 7 years?* _____ Yes _____ No
If yes, please explain offense, date of offense, and place in which it occurred:

Are you currently taking unlawful or illegal drugs?*** _____ Yes _____ No

Have you been previously employed by the SPD? _____ Yes _____ No
If yes, when? _____, Supervisor? _____, Reason for Leaving? _____

* Effective January 2001, Criminal Background Investigation may be required of all successful candidates as a condition of employment.

** Drug Testing for illegal or unlawful drugs is required of successful candidates as a condition of employment.

WORK EXPERIENCE-HISTORY

(List most recent employers, including volunteer service)

May we contact current Employer(s)? _____ Yes _____ No

Employer: _____ Dates Employed _____ to _____

Address: _____ Phone () _____

Job Position/Title _____ Salary (starting) \$ _____ (ending) \$ _____

Immediate Supervisor(s) Name & Title _____

Briefly describe your job duties _____

Reason for Leaving (or desiring to leave current employer)? _____

Employer: _____ Dates Employed _____ to _____

Address: _____ Phone () _____

Job Position/Title _____ Salary (starting) \$ _____ (ending) \$ _____

Immediate Supervisor(s) Name & Title _____

Briefly describe your job duties _____

Reason for Leaving (or desiring to leave current employer)? _____

Employer: _____ Dates Employed _____ to _____

Address: _____ Phone () _____

Job Position/Title _____ Salary (starting) \$ _____ (ending) \$ _____

Immediate Supervisor(s) Name & Title _____

Briefly describe your job duties _____

Reason for Leaving (or desiring to leave current employer)? _____

FORMAL EDUCATION - TRAINING - CERTIFICATION REPORT

I. HIGH SCHOOL (OR EQUIVALENCY)

Name of School(s) attended _____

Location of School Attended _____

Did you complete High School w/ Diploma? _____ Yes _____ No

If no, did you receive your GED? _____ Yes _____ No

If yes, where did you receive GED? _____

II. COLLEGE OR UNIVERSITY

Name of School(s) Attended _____

Major Course of Study _____ Minor Course of Study _____

Did you complete . . . ? Associates Degree? _____
(Circle w/ Explanation)

Bachelors Degree? _____

III. BUSINESS/TRADE OR TECHNICAL/VOCATIONAL SCHOOLS

Name of School(s) Attended _____

Any Certificate Received? _____ Yes _____ No

If yes, please identify type, date received and institution received:

IV. GRADUATE SCHOOL

Name of School Attended _____

Graduate Degree Course of Study _____

Did you complete? _____ Yes _____ No

Please provide any additional information such as internships, special skills, training, management or supervisory experience, equipment operation, or other qualifications, including military service, you feel will be helpful in considering your application: _____

JOB APPLICANTS AGREEMENT AND CERTIFICATION
(PLEASE READ CAREFULLY, BEFORE SIGNING)

“I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment, or if employed and found later, dismissal from employment.”

“I understand that prior to being offered employment with the SPD, employer and reference background investigations may be initiated. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damage on account of having furnished such information.”

“I understand that prior beginning employment with the SPD, I may be required to take a physical and submit to a drug screening examination. In the event I have a disability which will affect my ability to take such a test, I will so inform the SPD Personnel Office prior to the administration of the test so that a reasonable accommodation can be made. Requesting accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The SPD reserves the right to require medical documentation concerning the need for such accommodation.”

“I understand that prior to beginning employment with the SPD, I may be required to submit and authorize the SPD to investigate into my criminal background as required under applicable State law and hereby authorize the SPD to check such criminal background records by signing below.”

“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the SPD and myself. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon the SPD unless specified in writing.”

“I understand that this application will be kept on file for six (6) months from the date completed, after which time I would have to reapply in accordance with established SPD policy.”

Signature of Applicant*

Date

Mail Completed Applications to:

Springfield Park District
Office of Human Resources
2500 South 11th Street
Springfield, IL 62703

* Applications will not be processed unless they are signed and dated by the applicant