



# GENESEO PARK DISTRICT

*The mission of the Geneseo Park District is to enhance the quality of life in our community by providing a positive recreational experience for all.*

## EMPLOYMENT APPLICATION FORM

Updated August 2017

GENESEO PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the 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 ACCOMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE HUMAN RESOURCE DEPARTMENT.

Date of Application: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

If you are under 16 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

May we contact your present employer? \_\_\_ Yes \_\_\_ No

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

Application for (check all applicable):

\_\_\_\_\_ Community Center      \_\_\_\_\_ Outdoor Pool  
\_\_\_\_\_ Recreation Department      \_\_\_\_\_ Central Theater

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

Will you be able to meet the attendance requirements of the position? \_\_\_ Yes \_\_\_ No

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

Position applied for: \_\_\_\_\_

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

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

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

<b>EDUCATION</b>	<b>SCHOOL Name/ Location</b>	<b>Number of Years Completed</b>	<b>MAJOR</b>	<b>YES/NO Degree/Diploma &amp; Year Received</b>
<b>High School</b>				
<b>College/ University</b>				
<b>Other Training, Education</b>				

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 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.*

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).**

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

Employer	Address	Phone
Date started	Starting Salary	Starting Position
Date left	Salary on leaving	Position on leaving
Name and title of supervisor		
Description of duties		Reason for leaving

Employer	Address	Phone
Date started	Starting Salary	Starting Position
Date left	Salary on leaving	Position on leaving
Name and title of supervisor		
Description of duties		Reason for leaving

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

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

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# GENESEO PARK DISTRICT

## APPLICANT'S CERTIFICATION AND AGREEMENT

*I CERTIFY THAT ALL THE 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 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 CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE PARK DISTRICT.*

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 that time.

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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Criminal Background Check Authorization**

I hereby authorize the Geneseo Park District to conduct an investigation of possible criminal offenses in my background, as required by section 8-23 of the Park District Code. (70ILCS1205/8-23)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 FROM THE HUMAN RESOURCE DEPARTMENT.**

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 \_\_\_



# GENESEO PARK DISTRICT

## EMPLOYMENT REFERENCES

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PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, NOT RELATED TO YOU, THAT WE MAY CONTACT.

1. COMPANY \_\_\_\_\_

(Check One)  Past Employer  Other

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

2. COMPANY \_\_\_\_\_

(Check One)  Past Employer  Other

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

3. COMPANY \_\_\_\_\_

(Check One)  Past Employer  Other

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_



# GENESEO PARK DISTRICT

## **What does the Geneseo Park District do with your Social Security Number?**

Statement of Purpose for Collection of Social Security Numbers  
Identity-Protection Policy

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Geneseo Park District to provide your SSN or because you requested a copy of this statement.

### **Why do we collect your Social Security number?**

You are being asked for your SSN for one or more of the following reasons:

- Vendor services, such as executing contracts and/or billing;
- Criminal Background Investigation;
- New Hire Reporting and Payroll;
- Professional Services;
- Internal verification;
- Administrative services; and/or
- Other: \_\_\_\_\_

### **What do we do with your Social Security number?**

- We will only use your SSN for the purpose for which it was collected.
- We will not:
  - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
  - Publicly post or publicly display your SSN;
  - Print your SSN on any card required for you to access our services;
  - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
  - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

### **Questions or Complaints about this Statement of Purpose**

Write to...

Geneseo Park District  
Attn: Paula Verbeck  
541 E North Street  
Geneseo, IL 61254