

EMPLOYMENT APPLICATION

Cary Park District – A DRUG-FREE Workplace

255 Briargate Road

Cary, IL 60013

(847) 639-6100 Fax (847) 639-6290



CARY PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap. Those applicants requiring reasonable accommodation to the application/interview process should notify the Director of Finance and Administration.

Position(s) applied for: _____ Date of application: ____/____/____

Name: _____
(Last) (First) (Middle)

Address: _____
(Number & Street) (City) (State) (Zip)

Phone Number: _____ E-mail Address _____

If you are under 16 years of age and it is required, can you furnish a work permit? ☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give dates: _____

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

Type of employment desired? _____ Full Time Employment _____ Part Time Employment _____ Seasonal

Date available for work: ____ / ____ / ____ Desired salary/wage\$ ____ Any objection to weekend work? ____ Yes ____ No

The Cary Park 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.

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute?
 ____ Yes ____ No

If yes, describe: _____

Education

Education					
	School(Name & Location)	Number of Years Completed	Major	Yes/No Degree/Diploma	
High School					
College/University					
Other Training, Education					

References (List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.)

Name	Title	Relationship to You	Telephone	Number of Years Known
			()	
			()	
			()	

Name _____

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

Most recent employer	Address	Phone	
Date started	Date left	Position on leaving	Name & Title of Supervisor
Description of duties			
Reason for leaving			

Employer	Address	Phone	
Date started	Date left	Position on leaving	Name & Title of Supervisor
Description of duties			
Reason for leaving			

Employer	Address	Phone	
Date started	Date left	Position on leaving	Name & Title of Supervisor
Description of duties			
Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

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

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 CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE PARK DISTRICT.

Signature of Applicant

Date

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Notice to Applicants – Screening tests for illegal drug use may be required before hiring and during your employment.