

# CHICAGO RIDGE PARK DISTRICT

## APPLICATION FOR EMPLOYMENT

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.*

### PLEASE PRINT

POSITION (s) APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REFERRAL SOURCE: Advertisement \_\_\_\_\_ Employee \_\_\_\_\_ Relative \_\_\_\_\_

Walk-in \_\_\_\_\_ Private Employment Agency \_\_\_\_\_ Other \_\_\_\_\_

NAME OF SOURCE (if applicable): \_\_\_\_\_

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

MAY WE CONTACT YOU AT WORK? \_\_\_\_\_ PHONE: \_\_\_\_\_

BEST TIME TO CALL \_\_\_\_\_ IF UNDER 18, CAN YOU FURNISH A WORK PERMIT? \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? \_\_\_\_\_ IF YES, GIVE DATES: \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? \_\_\_\_\_

(Proof of Citizenship required upon employment)

DATE AVAILABLE TO BEGIN WORK: \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED: Full-Time \_\_\_\_\_ Temporary \_\_\_\_\_ Part-Time \_\_\_\_\_ Seasonal \_\_\_\_\_

ARE YOU ON LAY OFF AND SUBJECT TO RECALL? \_\_\_\_\_

WILL YOU RELOCATE IF JOB REQUIRES? \_\_\_\_\_ WILL YOU TRAVEL IF JOB REQUIRES? \_\_\_\_\_

ARE YOU ABLE TO MEET THE ATTENDANCE REQUIREMENTS OF THIS POSITION? \_\_\_\_\_

WILL YOU WORK OVERTIME IF REQUIRED? \_\_\_\_\_

HAVE YOU EVER BEEN BONDED? \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A FELONY IN THE PAST 7 YEARS? \_\_\_\_\_

(Such conviction may be relevant if job related, but does not bar you from employment)

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone	Date Employed
		From _____ To _____
Address	Summarize the nature of the work performed:	
Job Title	Hourly Rate/Salary	
	Starting	Final
Immediate Supervisor & Title		
Reason for leaving		

May we contact for reference?  Yes  No  Later

Employer	Telephone	Date Employed
		From _____ To _____
Address	Summarize the nature of the work performed:	
Job Title	Hourly Rate/Salary	
	Starting	Final
Immediate Supervisor & Title		
Reason for leaving		

May we contact for reference?  Yes  No  Later

Employer	Telephone	Date Employed
		From _____ To _____
Address	Summarize the nature of the work performed:	
Job Title	Hourly Rate/Salary	
	Starting	Final
Immediate Supervisor & Title		
Reason for leaving		

May we contact for reference?  Yes  No  Later

Comments (including explanation on any gaps in employment)

Skills & Qualifications –Summarize any special training skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions.


**EDUCATION**

**A. List School Attended**                      **B. State Years completed**                      **C. Degree of Diploma**  
**D. List GPA or class rank**                      **E. Major & minor field of study if applicable**

<b>A. School</b>	<b>B. Years Completed</b>	<b>C. Degree Diploma</b>	<b>D. GPA Class Rank</b>	<b>E. Major</b>	<b>E. Minor</b>

**List any foreign languages you know and check the boxes that describe your skill level.**

<b>Language</b>	<b>Speak some</b>	<b>Speak Fluently</b>	<b>Read</b>	<b>Write</b>

**REFERENCES**

**List name and telephone number of three-business work references who are unrelated to you and are Not previous supervisors. If not, list three school or personal references that are not related to you.**

<b>Name</b>	<b>Telephone</b>	<b>Years Known</b>

**List professional trade, business or civic associations and any offices held. Exclude memberships when they would reveal sex, race, religion, national origin, age, disability or other protected statuses.**

<b>Organization</b>	<b>Offices Held</b>

**List special accomplishments, publications, awards (exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected statuses.**

**List any additional information that you would like us to consider.**