

# 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: \_\_\_\_\_

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

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

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

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 – AND - work permit if under 16 years of age)

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.

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|   |  |                      |
|---|--|----------------------|
| <b>Employer</b>                         | <b>Telephone</b>                                   | <b>Date Employed</b> |
| _____                                   | _____  | From _____ To _____  |
| <b>Address</b>                          | <b>Summarize the nature of the work performed:</b> |                      |
| _____                                   | _____  |                      |
| _____                                   | _____  |                      |
| <b>Job Title</b>                        |  |                      |
| _____                                   |  |                      |
| <b>Immediate Supervisor &amp; Title</b> |  |                      |
| _____                                   |  |                      |
| <b>Reason for leaving</b>               |  |                      |
| _____                                   |  |                      |

May we contact for reference?  Yes  No  Later

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|   |  |                      |
|---|--|----------------------|
| <b>Employer</b>                         | <b>Telephone</b>                                   | <b>Date Employed</b> |
| _____                                   | _____  | From _____ To _____  |
| <b>Address</b>                          | <b>Summarize the nature of the work performed:</b> |                      |
| _____                                   | _____  |                      |
| _____                                   | _____  |                      |
| <b>Job Title</b>                        |  |                      |
| _____                                   |  |                      |
| <b>Immediate Supervisor &amp; Title</b> |  |                      |
| _____                                   |  |                      |
| <b>Reason for leaving</b>               |  |                      |
| _____                                   |  |                      |

May we contact for reference?  Yes  No  Later

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|   |  |                      |
|---|--|----------------------|
| <b>Employer</b>                         | <b>Telephone</b>                                   | <b>Date Employed</b> |
| _____                                   | _____  | From _____ To _____  |
| <b>Address</b>                          | <b>Summarize the nature of the work performed:</b> |                      |
| _____                                   | _____  |                      |
| _____                                   | _____  |                      |
| <b>Job Title</b>                        |  |                      |
| _____                                   |  |                      |
| <b>Immediate Supervisor &amp; Title</b> |  |                      |
| _____                                   |  |                      |
| <b>Reason for leaving</b>               |  |                      |
| _____                                   |  |                      |

May we contact for reference?  Yes  No  Later

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**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

| A. School | B. Years Completed | C. Degree Diploma | D. GPA Class Rank | E. Major | E. Minor |
|-----------|--------------------|-------------------|-------------------|----------|----------|
|-----------|--------------------|-------------------|-------------------|----------|----------|

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

| Language | Speak some | Speak Fluently | Read | Write |
|----------|------------|----------------|------|-------|
|----------|------------|----------------|------|-------|

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**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.

| Name | Telephone | Years Known |
|------|-----------|-------------|
|------|-----------|-------------|

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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.

| Organization | Offices Held |
|--------------|--------------|
|--------------|--------------|

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

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

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