

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: Employee _____ Relative _____ Walk-in _____

Private Employment Agency _____ Social Media _____ 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.

Employer	Telephone	Date Employed
_____	_____	From _____ To _____
Address	Summarize the nature of the work performed:	
_____	_____	
_____	_____	
Job Title	_____	
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	_____	
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	_____	
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

A. School

B. Years

C. Degree

D. GPA

E. Major

E. Minor

Completed

Diploma

Class Rank

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

Language

Speak some

Speak Fluently

Read

Write

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

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

List special accomplishments, publications, and 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.