

Atlanta Memorial Park District

PO Box 165, Atlanta, IL 61723

(217) 304-6511 - Phone of Amy Naughton - Board President

Application for Employment - Custodian

Please attach additional pages if more space is needed for your responses.

The Atlanta Memorial Park District is an Equal Opportunity Employer. Employment with the Atlanta Memorial 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 accommodation to the application and/or interview process should notify the Park District Board.

Date of Application: _____, 20____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Social Security #: _____ Driver's License #: _____

Email address: _____

Are you currently employed? ___ Yes, ___ No

May we contact your present employer? ___ Yes, ___ No

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

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

Positions applying for (*check all that apply*): ___ Reside in Memorial Home, ___ Caretaker of
Park District Buildings, ___ Caretaker of Parks & Grounds, ___ Mow Parks & Grounds

Are you able to meet the time availability requirements of the position? ___ Yes, ___ No

Will you intend to hold other employment in addition to this position? ___ Yes, ___ No

Date you are available to begin work: _____

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: _____

The 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 Park 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 served in the U.S. Armed Forces (incl. National Guard or Reserves) ___ Yes, ___ No

If so, Date of duty: _____ Branch of service: _____

Applicable skills acquired: _____

Educational Background (fill in below):

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

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 & 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 & 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 & Title of Supervisor		
Description of Duties		Reason for Leaving

Please explain any gaps in employment: _____

Please list any skills, licenses, training, or special interests that you consider valuable to the Park District (CPR, Safety, Fitness Instructor, Teaching, Computer, Repair/Remodeling, etc.):

List any trade, business or civic activities and offices held.

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 Park District Board or at the District website <http://atlantapark.org/forms> .

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 are applying?

____ Yes, ____ No

Applicants 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 herein 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 this application, or given during any interviews and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

This application for employment shall be considered active for a period of time, not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time 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:** _____

References:

Please list the Name, Address and Phone Number of three references, not related to you, that we may contact.

1. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Connection: _____

For Office Use Only: _____

2. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Connection: _____

For Office Use Only: _____

3. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Connection: _____

For Office Use Only: _____

For Office Use Only – Do Not write in this space

Status Letter sent: _____
Arrange interview: ____ Yes, ____ No Date: _____ Time: _____
Interviewed by: _____ Position: _____
Pre-employment screenings arranged? _____
Hired: ____ Yes, ____ No