



Sandwich Park District

APPLICANT INFORMATION

Full Name _____ Date: _____
Last First MI. Maiden

Address _____
Street Address Apartment/Unit #
City State ZIP Code

Phone Number () _____ Social Security No. - -

When available for work? _____ Email: _____

Position applied for

(1) _____ (2) _____

How many hours can you work weekly? _____ Can you work nights? _____

| Days / hours available to work | | |
|--------------------------------|-------------|----------------------|
| No Pref _____ | Wed _____ | Sat _____ |
| Mon _____ | Thurs _____ | Sun _____ |
| Tues _____ | Fri _____ | Special Events _____ |

Employment desired ___ Full-Time Only ___ Part-Time Only ___ Full OR Part-Time

Do you have transportation if hired? _____

If required for position, do you have a valid drivers license? _____

Driver's License Number _____ State of Issue _____

Expiration Date _____

Have you had any accidents during the past three years? How Many _____

Have you had any moving violations during the past three years? How Many _____

APPLICATION FOR EMPLOYMENT

EDUCATION

Circle Highest Grade Completed: High School 9 10 11 12
 College, Trade or Business 1 2 3 4
 Graduate Studies

| School | Address | Major Studies | Degree, Diploma |
|--------------------------------|---------|---------------|-----------------|
| High School | | | |
| College/University | | | |
| Vocational, Business, Other | | | |

List Any Professional Designations

Other Special Knowledge, Skills or Qualifications

For Clerical Applicants Only:

Do you type? Yes No If yes, WPM _____

Computer Programs _____ Other _____

EMPLOYMENT HISTORY

Present Or Last Position

Can we call for reference? ___ Yes ___ No

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Responsibilities _____

Salary: _____

Reason for Leaving: _____

APPLICATION FOR EMPLOYMENT

Previous Position: _____ **Can we call for reference?** ___ Yes ___ No
Employer: _____ Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ From: _____ To: _____
Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Previous Position: _____ **Can we call for reference?** ___ Yes ___ No
Employer: _____ Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ From: _____ To: _____
Responsibilities: _____

Salary: _____ Reason for Leaving: _____

REFERENCES

Please list 2 references other than relatives or previous employers

| | |
|---------------------|--------------------|
| Name _____ | Name _____ |
| Position _____ | Position _____ |
| Company _____ | Company _____ |
| Address _____ | Address _____ |
| Telephone () _____ | Telephone() _____ |

APPLICATION FOR EMPLOYMENT

GENERAL

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificate?

Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

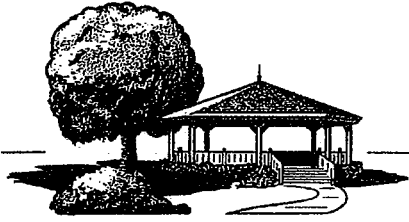
Yes _____ No _____

If yes, please explain: _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

The Sandwich Park District is an equal opportunity/ affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.



SANDWICH PARK DISTRICT

P.O. Box 405 • 1001 N. Latham Street • Sandwich, Illinois 60548 • 815-786-8044

AUTHORIZATION FOR RELEASE OF CRIMINAL BACKGROUND INFORMATION

I, _____, born on _____, understand that, as a part of the application process for employment/volunteering with the Sandwich Park District, pursuant to 70ILCS 1205/8-23a, that I am required to authorize the Sandwich Park District to investigate my criminal background to determine if I have been convicted of any of the criminal offenses listed in the above Act, for employment/volunteering, or have committed or attempted to commit any act in any other jurisdiction that, if committed in the State of Illinois, would be punishable as a felony. I am required to answer the following question truthfully. *I have not been convicted of or found to be a child sex offender.* _____

I further understand that the information that the Sandwich Park District will be requesting from the Department of State Police of Illinois will be used solely for the consideration and evaluation of my application for employment/volunteering with the Sandwich Park District, and such information will not be disclosed to any person not involved in the evaluation process.

I further understand that, if my criminal background investigation reveals that I have been convicted of any of the enumerated offenses in the above referenced Act, or have committed or attempted to commit an act that would, if committed in this state, would be punishable as one or more of the offences listed in the above Act, I will not be considered for employment/volunteering with the Sandwich Park District.

By affixing my signature to this document, I hereby authorize the Sandwich Park District to investigate my criminal background to the extent described herein.

Signature _____

Dated this _____ day of _____, 20_____

Please Complete Reverse Side of Form

BACKGROUND CHECK INFORMATION FORM

Last Name

First Name

Middle Name

Maiden Last Name (if applicable)

Date of Birth

Address

City, State

Zip Code

GENDER:

(Please check one of the options below)

_____ Male

_____ Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

___ **Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

___ **White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

___ **Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

___ **Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

___ **American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.

Office Use Only

Date Submitted

Results Received

Position Applying For

Approved
