



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

<i>Present Or Last Position</i>	<i>Can we call for reference? ___ Yes ___ No</i>
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**

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/contractual service 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/contractual service, 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/contractual service 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/contractual service 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.

<u>Office Use Only</u>			
Date Submitted	_____	Results Received	_____
Position Applying For	_____	Approved	_____