



APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

South Suburban Park and Recreation District is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants on the basis of age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, transgender status, genetic information, or any other applicable status protected by state or local law.

PERSONAL INFORMATION				
Date Submitted:				
Name	First	Middle Initial	Last	
Address	Street	City	State	Zip
Contact Information	Home Phone Number		Cell / Message Phone Number	
	E-Mail Address		Emergency Contact Name and Phone Number	
Other Information	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, are you at least 14 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If you are hired, you may be required to submit proof of age)</i>			
	If hired, can you furnish proof you are eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT DESIRED	
Position Applied For:	Date Available:
<i>If you are applying for multiple positions, list position titles below:</i>	
2. Position Applied For:	4. Position Applied For:
3. Position Applied For:	5. Position Applied For:
How did you first hear about the position? <input type="checkbox"/> South Suburban Website <input type="checkbox"/> Craigslist.com <input type="checkbox"/> Jobing.com <input type="checkbox"/> CPRA <input type="checkbox"/> Posted at a District Facility <input type="checkbox"/> Other (be specific):	
Are you seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Employment	
Can you work nights: <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you work weekends and holidays: <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you work overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you previously been employed with the District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, complete the following: Dates of Employment: _____ Position Held: _____ Supervisor: _____ Dept/Location: _____	
If employed, do you expect to be engaged in any additional business or employment outside of the District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of ANY law violation, including misdemeanor and/or felony violations? (Include any plea of "guilty" or "no contest.") Please be thorough in your disclosure, as failure to report violations, including DUI, DWAI, etc., may result in your disqualification of your application. <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, give details including dates(s) and offense(s):	
<i>(A conviction will not necessarily disqualify an applicant for employment.)</i>	
For Driving Jobs Only	The position you are applying for requires you to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
	If "Yes", complete this section: Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Driver's License Number: _____ Class of License: _____ State Licensed In: _____ Expiration Date: _____
	Have you had your driver's license suspended or revoked in the last four years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details:
Have you received any traffic violations in the last four years that resulted in 6 or more total points against your license? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes, give details:	

EDUCATION

	Name and Location of School	Course of Study	# of Years Completed	List Degree/Diploma Completed
High School / GED			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Undergraduate College				
Vocational				
Graduate / Other				

Identify what skills or additional training you possess that may relate to the position for which you are applying?

Do you speak any other languages?

What machines or equipment can you operate that relate to the job for which you are applying?

Do you hold any licenses or certifications?

Have you ever received CPR training Yes No. Certification Expiration Date: _____

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers. (Please attach additional page if needed.) **You must complete this section even if attaching a resume.**

1	Employer	Start Date	End Date	Work Performed / Duties
	Job Title			
	Employer City and State	Starting Salary	Ending Salary	
	Supervisor Name and Title			
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Supervisor Phone Number and Email Address	Reason for leaving		
2	Employer	Start Date	End Date	Work Performed / Duties
	Job Title			
	Employer City and State	Starting Salary	Ending Salary	
	Supervisor Name and Title			
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Supervisor Phone Number and Email Address	Reason for leaving		
3	Employer	Start Date	End Date	Work Performed / Duties
	Job Title			
	Employer City and State	Starting Salary	Ending Salary	
	Supervisor Name and Title			
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Supervisor Phone Number and Email Address	Reason for leaving		

Employment History is continued on the next page.

4	Employer	Start Date	End Date	Work Performed / Duties
	Job Title			
	Employer City and State	Starting Salary	Ending Salary	
	Supervisor Name and Title			
	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervisor Phone Number and Email Address		Reason for leaving		

PROFESSIONAL REFERENCES

List below three persons who have knowledge of your work performance, preferably within the last 5 years, and are not relatives or friends:

1.	Name	Occupation
	Company Name	Address
	Telephone Number	E-Mail Address
	Years Acquainted	Relationship
2.	Name	Occupation
	Company Name	Address
	Telephone Number	E-Mail Address
	Years Acquainted	Relationship
3.	Name	Occupation
	Company Name	Address
	Telephone Number	E-Mail Address
	Years Acquainted	Relationship

PERSONAL REFERENCES

Required only for those applicants that cannot provide a Professional Reference as they do not yet have an employment history. List below two persons not related to you who have knowledge of your character preferably within the last 5 years:

1.	Name	Occupation
	Company Name	Address
	Telephone Number	E-Mail Address
	Years Acquainted	Relationship
2.	Name	Occupation
	Company Name	Address
	Telephone Number	E-Mail Address
	Years Acquainted	Relationship

GENERAL INFORMATION

1.	Have you worked or attended school under any other name? If yes, give name(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever been fired from a job or asked to resign? If yes, explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you able to perform the essential functions and duties of the job for which you are applying with or without accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Consistent attendance and punctuality are essential requirements of every job with South Suburban. Is there anything which would interfere with your regular attendance and punctuality if you are offered the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No

AFFIDAVIT, CONSENT AND RELEASE PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

By signing, I am authorizing the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that:

- I may be asked to consent to a background screening
- I may be required to successfully pass an alcohol and/or drug screening examination. I hereby consent to a pre and/or post-employment alcohol and/or drug screen as a condition of employment, if required.
- If I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE EXECUTIVE DIRECTOR OR BOARD OF DIRECTORS HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR OR BOARD OF DIRECTORS AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF SOUTH SUBURBAN PARKS AND RECREATION. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE OR CAUSE. THE DISTRICT HAS THE SAME RIGHT.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask Human Resources for details.