



Board of Commissioners

Cleo D. JonesPresident
 Allen T. Sheard.....Vice President
 Lester L. Long.....Commissioner
 Gail Towers.....Commissioner
 Stanley "Stan" Brown.....Commissioner
 Michelle Broughton-Fountain...Attorney
 Mark H. Kiel.....Treasurer

EMPLOYMENT APPLICATION

The Dolton Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age, sex, marital or veterans' status, natural origin, disability or any other legally protected status.

Please read the following information carefully before completing and signing this application form.

By completing this application you are authorizing the Dolton Park District to perform all required background investigations, including criminal history investigations, necessary for employment. As an applicant, you are not obligated to disclose expunged juvenile records, convictions, or arrests. You also agree to take a pre-placement physical and/or drug screen in addition to any other tests/evaluations required for employment. By completing this application you are authorizing your current employer, former employers, and/or listed references to provide information concerning your previous employment and any pertinent information they may have, personal, professional, or otherwise. You also release all parties from all liability for any damage that may result from furnishing such information to the Dolton Park District. You certify that all statements given on this application are correct, and realize that **any falsification, omission of information or misrepresentation on this or any other personnel record may prevent employment or may result in your discharge, regardless of when such information is discovered.** In the event of employment, you agree to abide by all present and subsequently issued rules of the Dolton Park District.

Last Name:

First Name:

Office Use Only:

Appl. Reviewed: ___ Ref. Needed: ___, ___, ___ Interview: _____ Offer Made: ___ Agree Return: _____

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721 Engle Street * Dolton, IL. 60419
 708-841-2111 (phone) * 708-841-2177 (fax)
 www.doltonparkdistrict.org

Name: _____ **Sex:** M F **Date:** _____
Last First Middle Please Circle

Present Address: _____
Street City State/Zip

Permanent Address: _____
Street City State/Zip

Contact Number: _(_____) **Alternate Number:**_(_____) _____

Email: _____

Type of Employment: () Full-Time () Part-Time () Seasonal () Summer

Day(s) Available to work: _____ **Hours available to work:** _____

Desired Rate of Pay: _____ **Are you willing to work for minimum wage?** Yes No

When will you be available to report to work? _____

Were you previously employed by us? Yes No **If yes, who was your supervisor?** _____

Do you have reliable transportation? Yes No **Do you have a valid Driver's License?** Yes No

Are you legally eligible to work in the United States? (If no, please explain) Yes No

FORMAL EDUCATION – TRAINING -CERTIFICATION

	Name	City/State	Graduated (Y/N)	Area of Study
High School Or Equivalency				
College or University			If No, how many hours completed?	
Business/Trade or Technical/Vocation				

WORK EXPERIENCE-HISTORY

Please list below all present and past employers, including volunteer service starting with the most recent:

Are you currently employed? Yes No **May we contact your present employer?** Yes No N/A

Employer: _____ Address: _____
Phone: _____ Position/Title: _____
Supervisor: _____ Dates Employed: _____ Wage: _____
(Month/ Year to Month/Year)
Describe your job duties briefly: _____
Reason for Leaving? _____

Employer: _____ Address: _____
Phone: _____ Position/Title: _____
Supervisor: _____ Dates Worked: _____ Wage: _____
(Month/ Year to Month/Year)
Describe your job duties briefly: _____
Reason for Leaving? _____

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(Month/ Year to Month/Year)
Reason for Leaving? _____

PREVIOUS CAMP EXPERIENCE: (as camper or staff)

1. Name of Camp: _____ Position: _____
Address: _____ Director: _____
Dates: _____ to _____ Phone: _____
2. Name of Camp: _____ Position: _____
Address: _____ Director: _____
Dates: _____ to _____ Phone: _____

Please list any work or volunteer experience with children/adolescents or adults, particularly "special needs" individuals: _____

Please list any leadership positions you have held: _____

Please indicate which of the following **CURRENT** certifications or licenses that you hold. (Please attach copies of these with your application).

CPR/AED/EMT	Yes	No
ARC Lifeguard Training	Yes	No
ARC Water Safety Instructor	Yes	No
Licensed Teacher	Yes	No

Spec. Ed. Teacher

Yes

No

Other (Explain): _____

List Fitness Instructor or Personal Trainer certifications: _____

Please list any other experiences, internships, special skills, training, management or supervisory experience, equipment operation, military service, qualifications, certifications, licenses or special interests that you consider valuable to the Dolton Park District:

Languages you can speak, read or write: _____

The Dolton Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform 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 or convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Dolton 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.

PLEASE SUBMIT 3 REFERENCE FORMS WITH YOUR APPLICATION

The Dolton Park District appreciates your interest in joining our staff!



Applicant Name: _____

Position Apply For: _____

Check one rating in each category to honestly assess the following qualities of the applicant:

5 = Exceptional 4 = Above Average 3 = Average 2 = Below Average 1 = Don't Know

<i>Competencies</i>	5	4	3	2	1	<i>Comments</i>
<i>Initiative</i>						
<i>Adaptability</i>						
<i>Communication Skills</i>						
<i>Response to Supervision</i>						
<i>Cultural Sensitivity</i>						
<i>Maturity of Judgment</i>						
<i>Energy and persistence</i>						
<i>Lead/ Coach Children</i>						
<i>Dependability</i>						
<i>Team/ Group Player</i>						
<i>Diplomacy</i>						

Describe the applicant's special strengths and/or skills as they relate to taking on a summer camp staff role. Please give specific examples. If more space is needed use additional sheets.

If your child was to attend our summer camp, and the applicant was assigned to oversee your child's camp activities for the week, would you feel comfortable with this person in that role?

How long have you known the applicant? _____

How have you observed the applicant? _____

Signature: _____ Date: _____

Print Name: _____ Phone: __ (____) _____

Address: _____

The Dolton Park District thanks you for your time and consideration in completing this reference.

*Please return the completed reference sheet to:
Dolton Park District, 721 Engle Street, Dolton, IL. 60419
or fax to (708) 841-2177*

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APPLICANT AGREEMENT AND CERTIFICATION

“I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment, or if employed and found later, immediate dismissal from Dolton Park District.”

“I understand that prior to being offered employment with the Dolton Park District, employer and reference background investigations may be initiated. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damage on account of having furnished such information.”

“I understand that prior to beginning employment with the Dolton Park District, I may be required to take a physical and submit to a drug screening examination. In the event that I have a disability which may affect my ability to take such examination, I will inform the Dolton Park District Human Resources Office prior to the administration of the examination so that reasonable accommodations can be made. Requesting accommodations may include assessable facilities where the examinations would be performed, offering of modified conditions and formats. The Dolton Park District reserves the right to require medical documentation concerning the need for such accommodation”.

“I understand that prior to the beginning of employment with the Dolton Park District, I may be required to submit and authorize the Dolton Park District to investigate into my criminal background as required under applicable State Law and hereby authorize the Dolton Park District to perform such criminal background checks by signing below.”

“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Dolton Park District and myself. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon the Dolton Park District unless specified in writing”.

“I understand that this application will be kept for six (6) months from the date completed, after which time I would have to reapply for employment”.

Applicant Signature

Date

Return Completed Applications to:

Dolton Park District
Human Resources Office
721 Engle Street
Dolton, Illinois 60419

Applications will not be processed if not properly completed, signed, and dated by the applicant.