



APPLICATION FOR EMPLOYMENT

It is the policy of the Oregon Park District, in accordance with state and federal law, to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service.

If you need assistance in filling out this application form or during any phase of the application, interview, or employment process, please notify the Finance and Technology Administrator or Communications and Marketing Supervisor and every reasonable effort will be made to accommodate your needs in a timely manner.

NAME: _____

JOB APPLYING FOR:

BUILDING SUPERVISOR CUSTODIAN PARKS FRONT COUNTER
EXTENDED TIME FITNESS CENTER OTHER _____

Full Job Descriptions available at www.oregonpark.org.

Mission Statement

'To Provide community-focused social and recreational activities through exceptional programs, parks and facilities'

Oregon Park District, 304 S. 5th Street, Oregon, IL 61061

Phone: 815-732-3101

Fax: 815-732-3736

www.oregonpark.org

For Administration Use:

Selected for Employment

Keep on File

OREGON PARK DISTRICT APPLICATION FOR EMPLOYMENT AND PRE-EMPLOYMENT QUESTIONNAIRE



PERSONAL INFORMATION ~ PLEASE PRINT

DATE: _____

Name _____
Last First MI

Address _____
Street City State ZIP

Contact Phone Number _____ Email Address _____

Do not fill out any part of this section that you believe to be non-job-related. For example, if driving is not required in the job for which you are applying, do not answer questions about whether you have a drivers license.

Are you 18 years or older? Yes No Drivers License #: _____

If you are under 16 years of age and it is required, can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No May we contact your present employer? Yes No

EMPLOYMENT DESIRED

Position (s) _____

Application for Department: Administration Recreation

Maintenance/Custodial Fitness Center Parks

Are you available to work: Full Time Part Time Seasonal

Dates available to begin work: _____

EDUCATIONAL BACKGROUND ~ FILL IN BELOW

Education	School Name/Location	Major Areas of Study	Degree or Diploma
High School			Y <input type="checkbox"/> N <input type="checkbox"/>
College/University			Y <input type="checkbox"/> N <input type="checkbox"/>
Other Training			Y <input type="checkbox"/> N <input type="checkbox"/>

Subjects of Special study or research work: _____

Special Skills: _____

Have you served in the U.S. Armed Forces (include National Guard or Reserves)? Yes No

Dates of Duty: _____ Branch of Service: _____

WORK HISTORY

Most Recent Employer	Address	Phone
Date Started	Starting Wage	Starting Position
Date Left	Wage on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

Previous Employer	Address	Phone
Date Started	Starting Wage	Starting Position
Date Left	Wage on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

Previous Employer	Address	Phone
Date Started	Starting Wage	Starting Position
Date Left	Wage on Leaving	Position on Leaving
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

EMPLOYMENT REFERENCES

Name	Address	Phone #	Years Acquainted

Incase of Emergency Notify: _____
Name
Address
Phone Number

CONSENT TO RELEASE RECORD INFORMATION

I hereby give the Oregon Park District the right to investigate all references and to secure additional job related information about me.

Have you ever been convicted of a felony or misdemeanor? Yes ___ No ___

You will not be automatically disqualified from employment if you answer yes.

The Oregon Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all position, including the position for which you have applied. Conviction of offences enumerated in subsection (C) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other conviction shall be considered in relationship to the specific job. If you apply for employment with the Oregon Park District and are hired, the Park District will conduct a criminal background check, as required by state law. You will be required to sign a background consent/release form. A conviction in any of the following offenses, per state statute, will disqualify you from employment with the Oregon Park District.

- attempted first degree murder or for committing or attempting to commit first degree murder, a class x felony
- those defined in sections 11-6 (indecent solicitation of a child), 11-9 (public indecency), 11-14 (prostitution), 11-15 (soliciting for a prostitute), 11-15.1 (soliciting for a juvenile prostitute), 11-16 (pandering), 11-17 (keeping a place of prostitution), 11-18 (patronizing a prostitute), 11-19 (pimping), 11-19.1 (juvenile pimping), 11-19.2 (exploitation of a child), 11-20 (obscenity), 11-20.1 (child pornography), 11-21 (harmful material), 12-13 (criminal sexual assault), 12-14 (aggravated criminal sexual assault), 12-14.1 (predatory criminal sexual assault of a child), 12-15 (criminal sexual assault), and 12-16 (aggravated criminal sexual abuse) of the criminal code of 1961
- those defined in the cannabis control act, except those defined in sections 4(a) (not more than 2.5 grams of any substance containing cannabis), 4(b) (more than 2.5 grams but not more than 10 grams of any substance containing cannabis; provided it is a first offense) of that act
- those defined in the Illinois Controlled Substances Act
- any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this state, would have been punishable as one or more of the foregoing offenses
- Further, no park district shall knowingly employ a person who has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under article II of the juvenile court act of 1987.

I hereby affirm that the information provided on the attached application for employment with the Oregon Park District is true and complete to the best of my knowledge. I also understand that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period 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.

I understand that my employment is employment at will, that I am not being employed for any specific term, and that this application is not intended to be a contract for continued employment.

Applicants Signature: _____ Date: _____

Print Name: _____ Phone: _____

If under 18 years of age, parent's or guardian's name: _____