

Equal Opportunity Employer

Oakbrook Terrace Park District is an equal opportunity employer. Employment with the Oakbrook Terrace Park District is governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, age, color, sex, religion, sexual orientation, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application/interview process should notify the Executive Director.

Date of Application: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Position applied for: _____

Desired salary/wage: _____ Date available to begin work: _____

Application for: (check applicable)

☐ Parks Department☐ Nature Center☐ Recreation Department☐ Fitness CenterAvailable for: ☐ Part Time Employment☐ Full Time Employment☐ Seasonal

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

If Yes, give date: _____

Are you currently employed? __Yes __No

May we contact your present employer? __Yes __No

Will you be able to meet the attendance requirements of the position? __Yes __No

Are you willing to work overtime as required? __Yes __No

Education Background

Education	School Name/ Location	Number of Years Completed	Major	Degree/Diploma Yes/No
High School				
College/ University				
Other Training/ Education				

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

Date of duty: _____ Branch of service: _____

Applicable skills acquired: _____

Work History (Fill in below beginning with most recent employment)

Most recent employer	Address	Phone
Date started	Starting position	
Date left	Position upon leaving	
Name and title of supervisor	Reason for leaving	
Description of duties		

Employer	Address	Phone
Date started	Starting position	
Date left	Position upon leaving	
Name and title of supervisor	Reason for leaving	
Description of duties		

Employer	Address	Phone
Date started	Starting position	
Date left	Position upon leaving	
Name and title of supervisor	Reason for leaving	
Description of duties		

Work History

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

Note to Applicants: Do not answer this question unless you have been informed about the essential requirements of the job for which you are applying. You may obtain a copy of the job description at obtpd.org or from the hiring manager.

Are you capable of performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied?

☐ Yes ☐ No

Applicant's Certification and Agreement

I certify that all the information submitted by me on this application is true and complete, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and hereby release and waive any claim against the park district which may allegedly arise from such investigation. I further understand that if any false information, omissions, or misrepresentations are either contained in my application or given during any interview and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the park district's rules and regulations, and I agree that my employment is "at-will" and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the park district's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause, and with or without notice at any time by the park district.

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.

Applicant's Signature

Date

Employment References

Please list the name, address, phone number, and email address of three (3) references, not related to you, who we may contact.

Company: _____

Reference Type: ____ Past Employer ____ Other: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Company: _____

Reference Type: ____ Past Employer ____ Other: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Company: _____

Reference Type: ____ Past Employer ____ Other: _____

Name: _____

Address: _____

Phone: _____

Email: _____