

Employment Application

An Equal Opportunity Employer

Please Print

Date	Last Name	First Name	Middle
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Present Address

No. & Street	City	State	Zip
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Permanent Address (if different from present address)

No. & Street	City	State	Zip
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Business Phone	Home Phone
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Email address

Employment Desired

Position Applying for: _____

Personal Information

Have you ever applied to or worked for Fair Oaks Recreation & Park District before? Yes No

If yes, when? _____

Do you have friends or relatives working for Fair Oaks Recreation & Park District? Yes No

If yes, state name(s) and relationship:

Name	Relationship
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Name	Relationship
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Why are you applying for work at Fair Oaks Recreation & Park District?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired can you present evidence of your U.S Citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

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Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

School	Name and Address	No. of Years Completed	Did you graduate?		Degree or Diploma
			Yes	No	
High School	<hr/> Name <hr/> Address <hr/> City State Zip		Yes	No	<hr/>
College/ University	<hr/> Name <hr/> Address <hr/> City State Zip		Yes	No	<hr/>
College/ University	<hr/> Name <hr/> Address <hr/> City State Zip		Yes	No	<hr/>
Vocational/ Business	<hr/> Name <hr/> Address <hr/> City State Zip		Yes	No	<hr/>

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Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient.) Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer	Telephone No.				
Type of Business	Your Supervisor's Name				
Address & Street	City	State	Zip		
Dates of Employment:	From	To	Weekly Pay	Starting	Ending
Your Position and Duties					
Reason for Leaving					
May we contact this employer for a reference			Yes	No	

Name of Employer	Telephone No.				
Type of Business	Your Supervisor's Name				
Address & Street	City	State	Zip		
Dates of Employment:	From	To	Weekly Pay	Starting	Ending
Your Position and Duties					
Reason for Leaving					
May we contact this employer for a reference			Yes	No	

Note: attach additional pages if necessary

References

List below three persons not related to you who have knowledge of your work performance within the last three years

First Name	Last Name	Telephone No	
Address & Street	City	State	Zip
Occupation	No of years Acquainted		

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References, continued

First Name	Last Name	Telephone No		
Address & Street	City	State	Zip	
Occupation	No of years Acquainted			

References

List below three persons not related to you who have knowledge of your work performance within the last three years

First Name	Last Name	Telephone No		
Address & Street	City	State	Zip	
Occupation	No of years Acquainted			

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
Initial chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the District to thoroughly investigate my references, work record, education, and
Initial Other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the District, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be
Initial Granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

Date	Applicant's Signature
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