

Employee Initial:

Broadview Park District: Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER

Broadview Park District is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or state law prohibits discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, military status or any other protected status. Federal Law, however, prohibits the employment of any person who does not have the legal right to work in the United States.

Please advise us if any accommodations are required to assist you in the application process.

PERSONAL DATA:

Position(s) Applied For: _____ Date: _____

Print Name (First, Middle, Last): _____ SSN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Alternate Phone Number: _____

Email Number: _____

Are you a U.S. citizen or legally authorized to work in the United States on a full-time basis? Yes No

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization)

Have you ever been convicted of a felony? Yes No
(Any felony conviction should be indicated by a YES response, unless the conviction has been sealed, expunged, or otherwise cleared from your record)

If yes, please provide a brief explanation, including the date and nature of offense. A conviction record will not necessarily bar you from employment and will be considered as it relate to the job in question.

Are you willing to work overtime? Yes No

Are you willing to work all shifts 7 days/week? Yes No

Shift Preference: _____ Compensation Desired: _____

Can you with or without reasonable accommodation perform essential functions of the job? Yes No
(If you have any questions about the functions of the job, please ask the interviewer before answering)

If accommodations are needed, please describe:

Education:

	Name	Graduated / Year	Certificate or Degree Received?	Major	Minor	Overall Grade Average
High School						
Junior College						
University						
Graduate School						

Have you worked or attended school under another name? Yes No

If yes, list name and when you used this name.

Describe any specialized training, apprenticeships, licenses, and skills

Military Experience:

Have you served in the Armed Forces of the United States? Yes No if yes, which branch? _____

Highest Rank or Rate attained: _____

Please describe any work experience or skills gained in the military services that relates to the position(s) applied for

Work Experience:

List below your complete business and military employment starting with your most recent position.

Employer Name:			
Employer Address:			
Phone Number:		Employed from: To:	
Starting Position:	Ending Position:		Supervisor:
Base Salary: Per Annual	Other Cash Compensation: Bonus Commission Other \$ Per		
List Major Duties Performed:			
May we contact this employer?		Reason for Leaving:	
Yes No			

Employer Name:			
Employer Address:			
Phone Number:		Employed from: To:	
Starting Position:	Ending Position:		Supervisor:
Base Salary: Per Annual	Other Cash Compensation: Bonus Commission Other \$ Per		
List Major Duties Performed:			
May we contact this employer?		Reason for Leaving:	
Yes No			

Employer Name:			
Employer Address:			
Phone Number:		Employed from: To:	
Starting Position:	Ending Position:		Supervisor:
Base Salary: Per Annual	Other Cash Compensation: Bonus Commission Other \$ Per		
List Major Duties Performed:			
May we contact this employer?		Reason for Leaving:	
Yes No			

List Major Duties Performed:

May we contact this employer?

Yes

No

Reason for Leaving:

Other Information:

Do you have any relatives working for Broadview Park District? Yes No

Relative Name: _____ Relationship: _____ Location: _____

In which languages do you have conversational proficiency?

English

Spanish

French

Other: _____

Have you ever worked for Broadview Park District before? If yes, please give the date.

Do you have a valid driver's license (driving positions only)? Yes No

Are you willing to relocate? Yes No

Are you subject to a non-complete, non solicitation, confidentiality, or other agreement, or aware of other circumstances that would preclude or restrict employment with Broadview Park District? Yes No

If yes, please describe: _____

Professional Employment References:

Please provide us with three professional employment references so we may verify your previous work experience

Name	Title	Organization/Address	Telephone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying documents) is correct and accurate. I understand that falsification misrepresentation or omission of any fact in said documents will be cause for denial of employment or termination of my employment regardless of the timing or circumstances of discovery.

I understand that my employment is contingent on successfully completing a pre-employment physical exam, drug test, background check and verification of my rights to work in the United States. Furthermore, I understand my hiring and continued employment is contingent on my acceptance of Broadview Park District basic employment and conflicts of interest policies.

I hereby authorize Broadview Park District to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment and, further authorize my former employers or any third party to disclose to the District any and all reports and other information related to my suitability for employment without giving me prior notice of such disclosure. In addition, I hereby release the District, former employers and all references listed above, from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

FAIR CREDIT REPORTING ACT DISCLOSURE: I understand that information provided on my employment application is subject to verification through an outside agency before or after an offer of employment. I understand that the Company reserves the right to verify all information contained in this application through the use of background checks, consumer reports, and/or credit reports which will include a review of my work experience, education, criminal record and driving record, including DWI/DUI and administrative suspensions.

I agree to abide by all the rules, policies and procedures and the instructions of my supervisors. I will use and wear all personal and protective equipment required by the company and understands that working safely is a condition of my employment.

I certify that I have not entered into any written agreements with any past or present employer that would interfere with my employment responsibilities. If such agreements exist (non-compete employment agreement with restrictive covenant), I will provide copies of such agreements to the District prior to accepting employment.

I understand that nothing in this application or conveyed during any interview which may be granted, is intended to create an employment contract. I further understand that if I am hired, my employment is for no definite period and may be terminated at any time, without prior notice, at the option of either myself or the District unless I am covered by a collective bargaining agreement. I future understand that no representative of the District has the authority to make assurances to the contrary.

Applicant's Signature_____

Date_____