

# Employment Application



WHITE PINES  
— GOLF CLUB —

Date of Application \_\_\_\_\_

The Bensenville Park District is an equal opportunity employer. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, 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.

Referral Source:     Advertisement     Friend     Relative     Walk-in     Other

Name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

If you are under 16 years of age can you furnish a work permit?     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

Are you legally eligible for employment in this country?     Yes     No

Application for:     Bensenville Park District     White Pines Golf Club

Positions applied for: \_\_\_\_\_

Available for:     Full Time Employment     Part Time Employment     Seasonal

Indicate the days and hours you are available for work:

\_\_\_\_\_ Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

From \_\_\_\_\_

To \_\_\_\_\_

Are you willing to work overtime as required?     Yes     No

Desired salary/wage? \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Education	School Name/Location	Years Completed	Major	Yes/No Degree Diploma
-----------	----------------------	-----------------	-------	-----------------------

High School

College/University

Other Training

Have you ever been convicted of any felony?  Yes  No

The Bensenville 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 positions, including the position for which you have applied. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working in the 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. Applicants are not required to disclose any sealed or expunged convictions.

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK HISTORY** (*Begin with most current employment*)

Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date started \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date left \_\_\_\_\_ Position on Leaving \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
Description of duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date started \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date left \_\_\_\_\_ Position on Leaving \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
Description of duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date started \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date left \_\_\_\_\_ Position on Leaving \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
Description of duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Please explain any gaps in employment: \_\_\_\_\_  
\_\_\_\_\_

Please list any 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 the Business Office.

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

---

**PROVIDE THREE EMPLOYMENT REFERENCES**

Name of Reference \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Supervisor  Co-Worker  Other (*Explain*) \_\_\_\_\_

Name of Reference \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Supervisor  Co-Worker  Other (*Explain*) \_\_\_\_\_

Name of Reference \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Supervisor  Co-Worker  Other (*Explain*) \_\_\_\_\_

**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 Bensenville 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 Bensenville 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 anytime, 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 Bensenville Park District.

This application for employment shall be considered active for a period of time not to exceed 45 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.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

**Contacted Applicant?**  Yes  No **Date** \_\_\_\_\_

**Arranged Interview?**  Yes  No **Date & Time** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Initials of staff reviewing application:** \_\_\_\_\_