



Calumet Memorial Park District

**APPLICATION FOR EMPLOYMENT**  
**600 Oglesby Avenue, Calumet City, IL 60409**  
**(708) 868-2530**

[www.mycmpd.com](http://www.mycmpd.com)

**THE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the 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 and/or interview process should notify a representative of the Human Resources Department.**

**What position(s) are you applying for:** \_\_\_\_\_ **Date :** \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

Primary Contact: ( ) \_\_\_\_\_ Secondary: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been employed here before? . . . . .  Yes  No

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

Type of employment desired:  Full –Time  Part-Time  Seasonal  Internship  Temporary

Date Available: \_\_\_\_\_ How did you hear about the opening? \_\_\_\_\_

Have you ever been *convicted* of a felony? . . . . .  Yes  No

Have you ever been *convicted* of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? . . . . .  Yes  No

*The 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. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offences enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for 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.*

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

Do you know or are you related to any park district staff or Commissioners?  Yes  No

Please list their names and relationship or how you know them (if applicable): \_\_\_\_\_

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

Dates of Duty: \_\_\_\_\_ Branch of Service: \_\_\_\_\_ Applicable skills  
acquired: \_\_\_\_\_

Are you willing to work overtime if required?  Yes  No

Are you currently employed?  Yes  No In what position? \_\_\_\_\_

May we contact your present employer?  Yes  No

Name, Title and Phone Number: \_\_\_\_\_

## Employment History

Provide the following information for your past three (3) employers or assignments starting with the **most recent**.

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the nature of work performed and job responsibilities	

Reason for leaving

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the nature of work performed and job responsibilities	

Reason for leaving

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the nature of work performed and job responsibilities	

Reason for leaving

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

## Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

## Educational Background

Name and Location	Years Completed	Did you Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

## Personal References (Please list two)

Name	Telephone Number	Years Known

## Professional References (Please list three)

Name	Telephone Number	Years Known



**AVAILABILITY AGREEMENT**

**Name** (Print Name): \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

**I am available for work during the season(s) of:**

- Summer       Fall       Winter       Spring

**I am available the days of:**

- Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday

**I am available to work the hours of:**

\_\_\_\_\_ AM / PM    to \_\_\_\_\_ AM / PM

**I am available for:**

- Full-Time       Part-Time       Seasonal

If available for Part-Time or Seasonal work, explain why you are limited to working Part-Time or Seasonal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that I may be called to work any of the agreed hours listed above.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**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.

***This application for employment shall be kept on file and considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should submit a new application.***

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 represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date