

**HAMPSHIRE TOWNSHIP PARK DISTRICT EMPLOYMENT APPLICATION FORM**



**Submit To:**  
Hampshire Township Park District  
Application for Employment  
P.O. Box 953  
Hampshire, IL 60140

Position applied for: \_\_\_\_\_

Date of application: \_\_\_\_\_

**THE HAMPSHIRE TOWNSHIP 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, sexual orientation, 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 DIRECTOR OR PARK BOARD OF COMMISSIONERS.**

**PERSONAL INFORMATION**

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

Address: \_\_\_\_\_  
Number Street City IL Zip Code

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

I have legal authority to work in the United States:  Yes  No

If you are hired, you will be required to provide proof of identity and eligibility to work in the United States.

Type of work desired:  Full-time  Part-time  Temporary  Seasonal

Have you filed an application for employment here before:  Yes  No Date: \_\_\_\_\_

Have you been employed here before:  Yes  No Date: \_\_\_\_\_

**THE HAMPSHIRE TOWNSHIP PARK DISTRICT IS REQUIRED BY STATE STATUTE (70 ILCS 1205/8-23) TO OBTAIN CRIMINAL CONVICTION INFORMATION CONCERNING ALL APPLICANTS, AND SHALL PERFORM A CRIMINAL BACKGROUND CHECK FOR APPLICANTS FOR ALL POSITIONS.** Pursuant to statute, any conviction of offenses enumerated in subsection ( c ) of said statute shall automatically disqualify the applicant from consideration for working for the Hampshire Township Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

Applicants are not required to disclose any sealed or expunged records of convictions.

**EDUCATION**

LEVEL	SCHOOL NAME AND ADDRESS	DEGREE	MAJOR
High School			
College			
Graduate			
Other			

**SKILLS AND QUALIFICATIONS**

Please indicate any of the areas in which you are skilled:  Computer  Adding Machine

List the PC software you can use: \_\_\_\_\_

Summarize any additional skills, training, licenses or knowledge that you have: \_\_\_\_\_

Given the description of the job duties, are you able to perform all of the essential job duties with or without some form of reasonable accommodation?  Yes  No

**EMPLOYMENT HISTORY**

List your last three (3) employers starting with the most recent. Explain any gaps in employment in the comment section to follow.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Position: \_\_\_\_\_ Date employed from (MM?YY): \_\_\_\_\_ to (MM/YY): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities: \_\_\_\_\_

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**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Immediate supervisor and title:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date employed from (MM?YY):** \_\_\_\_\_ **to (MM/YY):** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Summarize the nature of the work performed and job responsibilities:** \_\_\_\_\_

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**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Immediate supervisor and title:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date employed from (MM?YY):** \_\_\_\_\_ **to (MM/YY):** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Summarize the nature of the work performed and job responsibilities:** \_\_\_\_\_

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**Comments (including explanation of any gaps in employment)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL AND EMPLOYMENT RELATED REFERENCES**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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.**

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 \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

**In consideration of my employment, I agree to conform to the Hampshire Township 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 Hampshire Township 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 Hampshire Township Park District.**

I understand that if I am hired, I will be required to provide proof of identity and eligibility to work in the United States. The Hampshire Township 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, sexual orientation, 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 and interview process should notify the Hampshire Township Executive Director or the Hampshire Township Park Board of Commissioners.

**The Hampshire Township Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Hampshire Township Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. In addition, I understand the Hampshire Township Park District may request information from various federal, state, and other agencies that maintain records concerning my criminal history. I further understand and agree if I decline to complete the criminal history record, including submission of an appropriate fingerprint sample, or to provide any required consent for a criminal history check, my application will be treated as immediately withdrawn, and I will not be considered further for employment.**

**I understand that I am not required to disclose my sealed or expunged records of convictions.**

I understand that the offer of employment at the Hampshire Township Park District will be contingent upon the successful completion of this application for employment, interview(s), reference checks, physical examination, drug and alcohol screen, driver abstract check, and criminal background check.

I understand that I will be required to sign an "Authorization to Release Information" and "Waiver and Release of All Claims" regarding the Hampshire Township Park District's investigation of my reference and employment checks.

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 Hampshire Township 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.

I acknowledge that I have read and understand all statements contained in this application as evidenced by my signature below.

Signature \_\_\_\_\_ Date \_\_\_\_\_