



1403 Sycamore Road  
DeKalb IL, 60115  
Phone: (815) 758-6663 ext. 122  
Fax: (815) 758-4081

## EMPLOYMENT APPLICATION

**THE KISHWAUKEE SRA IS AN EQUAL OPPORTUNITY EMPLOYER.**

Employment with the Kishwaukee SRA is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, military status, unfavorable discharge from military service, national origin, ancestry, sexual orientation, political affiliation, marital status, mental or physical disability or any other legally protected status.

**EMPLOYMENT AT-WILL STATEMENT**

I understand that I am an at-will employee and as such, employment with the DeKalb Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

***Individuals who falsify information on an employment application may be immediately terminated.***

**APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE ADMINISTRATION OFFICE**

*Please Use Black or Blue Ink*

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

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Current Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternative # \_\_\_\_\_

Do you currently hold a valid Illinois driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver's License #: \_\_\_\_\_ Class: \_\_\_\_\_  
(If driving is an essential job function.)

**If you are under 16 years of age, we have volunteer only positions available. Please discuss volunteer opportunities with interviewer.**

Position(s) applied for: \_\_\_\_\_

Desired wage: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Have you submitted an application here before?  Yes  No

Have you ever been employed with us before?  Yes  No

If yes, give dates: \_\_\_\_\_

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

Type of Employment Desired:  Full Time  Part Time  Seasonal

If you are seeking seasonal employment, are you able to work the entire season?  Yes  No

Hours available to work (please enter the times during the day you are available to work below):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you willing to work weekends or overtime if required?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

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

Date of duty: \_\_\_\_\_ Branch of service: \_\_\_\_\_

Applicable skills acquired: \_\_\_\_\_

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**EDUCATIONAL BACKGROUND (fill in below):**

EDUCATION	SCHOOL Name/Location	Number of Years Completed	MAJOR	YES/NO Degree/Diploma
High School				
College/ University				
Other Training, Education				

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

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Note to Applicant: **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 ADMINISTRATION 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 \_\_\_\_\_

**WORK HISTORY (begin with most current employment):**

Most recent employer	Address	Phone
Date started	Starting Salary	Starting Position
Date left	Salary on leaving	Position on leaving
Name and title of supervisor		
Description of duties		Reason for leaving

Employer	Address	Phone
Date started	Starting Salary	Starting Position
Date left	Salary on leaving	Position on leaving
Name and title of supervisor		
Description of duties		Reason for leaving

**NOTE: Please explain any gaps in employment.**

*Kishwaukee SRA 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 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. **The applicant is not obligated to disclose sealed or expunged records.***

Have you ever been convicted of any 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

If yes, describe:

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

**REFERENCES**

PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, **NOT RELATED TO YOU**, THAT WE MAY CONTACT.

1. COMPANY \_\_\_\_\_  
(Check One) \_\_\_\_\_ Past Employer \_\_\_\_\_ Other  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_

2. COMPANY \_\_\_\_\_  
(Check One) \_\_\_\_\_ Past Employer \_\_\_\_\_ Other  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_

3. COMPANY \_\_\_\_\_  
(Check One) \_\_\_\_\_ Past Employer \_\_\_\_\_ Other  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_

**Please check all your current certifications:**

- \_\_\_\_\_ Lifeguarding
- \_\_\_\_\_ First Aid Professional Rescuer
- \_\_\_\_\_ First Aid
- \_\_\_\_\_ CPR – Infant/Child
- \_\_\_\_\_ CPR – Adult
- \_\_\_\_\_ AED
- \_\_\_\_\_ Others (list) \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

**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 KSRA 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 KSRA rules and regulations, and 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 KSRA option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the KSRA.

This application for employment shall be considered active for a period of time not to exceed 90 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 \_\_\_\_\_

<b>FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE</b>	
Arrange Interview: ____ Yes ____ No	
Date _____	Time _____
Interviewed by _____	
Position interviewed for _____	
Starting date: _____	
Pre-employment screenings scheduled? _____	
Hired ____ Yes ____ No Position _____	
Pay Rate/Salary \$ _____	Department _____
Hired by _____	Date _____