

**BARTLETT PARK DISTRICT
APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)**

PERSONAL INFORMATION

DATE _____

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER _____ EMAIL ADDRESS _____

ARE YOU 18 YEARS OR OLDER? YES _____ NO _____ IF YOU ARE UNDER 18,
 WHAT IS YOUR DATE OF BIRTH? _____

DO YOU HAVE A VALID ILLINOIS DRIVER'S LICENSE? YES _____ NO _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED
 IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES _____ NO _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU AVAILABLE TO WORK: _____ Full-time _____ Part-time _____ Seasonal

DAYS AVAILABLE _____ HOURS AVAILABLE _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE
 OF YOUR PRESENT EMPLOYER? _____

HAVE YOU EVER APPLIED TO THE BARTLETT PARK DISTRICT BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	MAJOR AREAS OF STUDY
GRAMMAR SCHOOL				XXXXXXXXXXXXXXXXXX
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, CORRESPONDENCE, OR MILITARY SCHOOL				

GENERAL

SPECIAL SKILLS OR TRAINING _____

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

ACTIVITIES (CIVIC, ATHLETIC, ETC.) _____
(EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS)

U. S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? YES _____ NO _____

IF YES, PLEASE EXPLAIN _____

FORMER EMPLOYERS (LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER AND CONTACT PERSON	PHONE NO.	SALARY	POSITION	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	PHONE NO.	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

IN CASE OF EMERGENCY NOTIFY _____
NAME ADDRESS PHONE NUMBER

THE BARTLETT PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. EMPLOYMENT WITH THE BARTLETT 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, 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 HUMAN RESOURCES MANAGER. THE BARTLETT 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 FOR THE DISTRICT. ALL OTHER CONVICTIONS SHALL BE CONSIDERED IN RELATIONSHIP TO THE SPECIFIC JOB. **(FOR A LIST ENUMERATING SUBSECTION (C) - REVIEW REQUIREMENTS)**

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE

DATE _____ SIGNATURE _____

APPLICANT, PLEASE NOTE: If you apply for employment with the Bartlett Park District, the Park District will conduct a criminal background check upon you, as required by Illinois state law. You will be required to sign a Conviction Information Request Release Form. The Bartlett Park District is required by law to obtain criminal conviction information from the Illinois State Police on all prospective employees. According to this statute, the Park District may not employ a person for whom a criminal background investigation has not been initiated.

PLEASE BE AWARE THAT conviction for any of the following offenses will automatically disqualify you from employment with the Bartlett Park District.

- (1) attempted First Degree Murder or for committing or attempting to commit First Degree Murder, a Class X Felony;
- (2) those defined in Sections 11-6 (indecent solicitation of a child), 11-9 (public indecency), 11-14 (prostitution), 11-15 (soliciting for a prostitute), 11-15.1 (soliciting for a juvenile prostitute), 11-16 (pandering), 11-17 (keeping a place of prostitution), 11-18 (patronizing a prostitute), 11-19 (pimping), 11-19.1 (juvenile pimping), 11-19.2 (exploitation of a child), 11-20 (obscenity), 11-20.1 (child pornography), 11-21 (harmful material), 12-13 (criminal sexual assault), 12-14 (aggravated criminal sexual assault), 12-14.1 (predatory criminal sexual assault of a child), 12-15 (criminal sexual assault), and 12-16 (aggravated criminal sexual abuse) of the Criminal Code of 1961;
- (3) those defined in the Cannabis Control Act, except those defined in Sections 4(a) (not more than 2.5 grams of any substance containing cannabis), 4(b) (more than 2.5 grams but not more than 10 grams of any substance containing cannabis; provided it is a first offense) of that Act;
- (4) those defined in the Illinois Controlled Substances Act; and
- (5) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.
- (6) Further, no park district shall knowingly employ a person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Applicant, have you ever been convicted of a misdemeanor or felony?

YES _____ NO _____

If yes, please explain _____

The Park District may deny employment or terminate an employee if the applicant or employee has been convicted of any other offense that warrants denial of employment (or termination) in accordance with Bartlett Park District's Criminal Background Check Policy in effect at the time application is made.

Received and acknowledged this _____ day of _____, 20 _____.

Applicant Name (please print)

Applicant Signature