



## Metamora Park District

PO Box 633 Metamora, IL 61548

(309) 367-2932

director@metamoraparks.org

## EMPLOYMENT APPLICATION

The Metamora Park District is an Equal Opportunity Employer, and does not discriminate in any of its employment practices on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, or citizenship status.

Those applicants requiring reasonable accommodation during the application/interview process should notify the Executive Director.

Metamora Park District will keep applications on file for 3 months.

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

Position Applied for: \_\_\_\_\_

Where did you learn about this position \_\_\_\_\_

## GENERAL INFORMATION

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

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

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

Are you 18 year or older  Yes  No If you are under 16, are you able to provide a work permit  Yes  No

Are you legally eligible for employment in this country  Yes  No Valid documentation of eligibility to work in the US is required upon employment.

Metamora Park District if required by the 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 applies. 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) see attached sheet regarding background check.)

Have you ever been convicted of a misdemeanor or felony  Yes  No

Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

If yes please explain \_\_\_\_\_

## EDUCATION

Circle highest grade completed:      High School:  9  10  11  12      College:  1  2  3  4  5  6+

High School Name & City	
Activities and Honors	

College Name & City	
Degree Earned And Major	

Certifications & special training relevant to position applied for (CPR, First Aid, Lifeguard, CDL, etc.) – List certificate/training and date:

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## EMPLOYMENT HISTORY

List most recent jobs first. For year-round positions, please attach a resume.

Employer Name,  
City, and Phone

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Supervisor Name  
And Title

Check one:  
Full Time       Part Time

Employer Name,  
City, and Phone

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Supervisor Name  
And Title

Check one:  
Full Time       Part Time

Any additional information which you feel would be helpful in considering your application

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## REFERENCES

Please list 3 professional references. For 18 and under, can be work, school, or volunteer references.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION In case of emergency notify

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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 of 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, then 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 Metamora Park District's Policies, Procedures, and Code of Conduct, and I agree that my employment and compensation is "at will" and can be terminated, with or without cause, and with or without notice, at any time, at either my or the Metamora Park District's 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 Metamora Park District.

I understand that if I am hired, I will be required to prove proof of identity and information for compliance with the Immigration Reform and Control Act.

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

#### FOR OFFICE USE ONLY

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hired  Y  N Position: \_\_\_\_\_ Dept.: \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Date reporting to work \_\_\_\_\_

Documents provided to employee:  Criminal Background Check  
 I-9     W-4 Fed     W-4 State  
 Policies, Procedures, and Code of Conduct Handbook

Approved:

Print name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Applicant, please note: if you apply for employment with the Metamora park district and are hired the park district will conduct a criminal background check, as required by the Illinois state law. You will be required to sign a Background check release form following your acceptance of a job offer. Per this statute, the Park District may not employ a person for whom a criminal background investigation has not been initiated. The safety of our staff and patrons is our number one concern.

Please be aware that a conviction for any of the following offenses will automatically disqualify you from employment with Metamora park district. (as outlined in state statute (70 ILCS1205/8-23)

- (1) Attempted first degree murder or for committing or attempting to commit first degree murder, a Class X Felony;
- (2) Those define 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 define 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 the 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 less than 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: \_\_\_\_\_

Being convicted of a felony not listed above does not automatically disqualify you from being employed. The conviction record will be reviewed in conjunction with the job responsibilities you have been hired to perform. Providing false information on your employment application is cause for termination based on our policy.

Received and acknowledged this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Print Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_