

S. T. CHARLES PARK DISTRICT

101 South Second Street

St. Charles, Illinois 60174

Phone (630) 584-1055

Fax (630) 584-1396

www.stcparks.org

Dear Applicant,

We thank you for applying for a position with the St. Charles Park District.

The Park District receives hundreds of applications, but there are only a limited number of positions available. **Thus you will only be contacted for an interview if you are being considered for a position.** (The majority of seasonal hiring is complete by April or May, if you do not hear from us by the first of May; you most likely will not be contacted).

Examples of positions that may be available include: Camp counselors, clerical, instructors, scorekeepers, just to name a few. You must be 16 years or older to be considered for any of the above positions. To work in the Parks Department you must be 18 years old or older. Please complete and return the Seasonal Employee Information Sheet along with your application. This will allow us to distribute your application to the proper departments.

If you are not hired, you may wish to become a volunteer for the Park District. We are always in need of volunteers. Just mark the volunteer box on the Seasonal Employee Information Sheet and return it with your application.

If you have any questions about the application process, the St. Charles Park District in general or the volunteer program please call Lori Rodriguez at the Baker Community Center, 101 S. Second St., St. Charles, IL 60174 (630) 584-1055.

St. Charles Park District

Lori Rodriguez

Human Resources Coordinator

Name _____

SEASONAL EMPLOYEE INFORMATION- ST. CHARLES PARK DISTRICT

This form must be completed and returned along with your application, so we may properly distribute to the correct departments. Please note you must be 16 years or older to work for the Park District, 18 years or older for our Parks department.

- (1) Indicate choice for job area(s): Parks, Recreation, Pool, Mini-Golf, or Natural Areas. Enter first and second choices by marking a 1 or 2 in the box next to the desired department.
- (2) Indicate specific positions of interest to you. Check all that apply.
- (3) If you wish to **volunteer** please indicate areas of interest by marking them below.

RECREATION

- | | |
|--|--|
| <input type="checkbox"/> Summer Preschool Camp | <input type="checkbox"/> Summer Teen Camp |
| <input type="checkbox"/> Summer Day Camp | <input type="checkbox"/> (Athletic) Field Supervisor |
| <input type="checkbox"/> Athletic Instructor | <input type="checkbox"/> Group Fitness Instructor |
| <input type="checkbox"/> Dance Instructor | <input type="checkbox"/> Community Center Front Desk |
| <input type="checkbox"/> Baker Station After School Instructor | <input type="checkbox"/> Preschool/ Early Education Instructor |
| <input type="checkbox"/> Friday Live Staff | <input type="checkbox"/> Teen Center Staff |
| <input type="checkbox"/> Youth Program Instructor | <input type="checkbox"/> Volunteer |

AQUATIC

- | | |
|---|--|
| <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Swim Coach |
| <input type="checkbox"/> Slide Attendant | <input type="checkbox"/> Splash Park Attendant |
| <input type="checkbox"/> Swim Lesson Instructor | <input type="checkbox"/> Front Desk |
| <input type="checkbox"/> Volunteer | |

MINI GOLF

- Attendant

PARKS (Must be 18 or older)

- | | |
|---|---|
| <input type="checkbox"/> Grass Mowing | <input type="checkbox"/> Park Guide/Boat Launch Attendant |
| <input type="checkbox"/> Flower/Tree Care | <input type="checkbox"/> Pool Technician/ Maintenance |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Park Safety |
| <input type="checkbox"/> Turf Maintenance & Ball fields | <input type="checkbox"/> General Maintenance |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Volunteer | |

NATURAL AREAS

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Naturalist Assistant | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Nature Camp Instructor | <input type="checkbox"/> Volunteer |

Please check all your current certifications:

- | | |
|--|---|
| <input type="checkbox"/> Lifeguarding | <input type="checkbox"/> CPR-Adult |
| <input type="checkbox"/> Water Safety Instructor | <input type="checkbox"/> Community First Aid & Safety |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> AED |
| <input type="checkbox"/> CPR- Infant/Child | <input type="checkbox"/> Other (list) |
- _____

EMPLOYMENT APPLICATION

ST. CHARLES PARK DISTRICT
101 South 2nd Street, St. Charles, IL.
630-584-1055 Fax 630-584-1396
www.stcparks.org

THE ST. CHARLES PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the St. Charles 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, 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. **APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION/ INTERVIEW PROCESS SHOULD NOTIFY THE HUMAN RESOURCES COORDINATOR.**

The Park District receives hundreds of applications, but there are a limited number of positions available. **You will only be contacted for an interview if you are being considered for a position.** If you are not hired, you may wish to become a volunteer for the Park District. (The majority of hiring is complete by April or May, if you do not hear from us by the first of May; you most likely will not be contacted).

Date of Application: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____

Position 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

Available for: Part Time Employment Full Time Employment Seasonal

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: _____

Please Use Black or Blue Ink

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				

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	

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.

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

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 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 ___

Have you ever been convicted of any felony? ____ Yes ____ No

*The St. Charles 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 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.***

If yes, describe: _____

EMPLOYMENT/PERSONAL 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 # _____

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 ANYTIME, 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 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 _____

NOTICE TO ALL APPLICANTS

ST. CHARLES PARK DISTRICT

MANDATORY CRIMINAL BACKGROUND CHECKS

APPLICANT, PLEASE NOTE: If hired by the St. Charles Park District, the Park District will conduct a criminal background check, as required by Illinois State law. You will be required to sign a Waiver and Release of all Claims Forms.

The St. Charles 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, including the position for which you have applied. Conviction of offenses enumerated in subsection (c) (listed below) 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. (Any information concerning the record of convictions obtained by the Park District will be confidential and will be transmitted only to those persons who are necessary to the decision of whether to hire the applicant for employment.)

The following convictions automatically bar any applicant from employment:

(i) committing or attempting to commit first degree murder, indecent solicitation of a child, public indecency, prostitution, soliciting for a prostitute, soliciting for a juvenile prostitute, pandering, keeping a place of prostitution, patronizing a prostitute, pimping, juvenile pimping, exploitation of a child, obscenity, child pornography, harmful material, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, criminal sexual abuse, aggravated criminal sexual abuse; (ii) those defined in the Cannabis Control Act; (iii) those defined in the Illinois Controlled Substances Act; and (iv) 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. Further, any person who has been bound 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.

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

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 _____
