



PEKIN PARK DISTRICT

Employment and Volunteer Application

1701 Court Street, Pekin, IL 61554

Phone: (309) 353-5330

www.pekinparkdistrict.org

Date: _____

Employment application must be filled out completely for full consideration for employment.

Personal Information *(Please Print Legibly)*

_____	_____	_____	
Last Name	First Name	Middle Name	
_____	_____	_____	_____
Street Address	City	State	Zip Code
_____	_____	_____	
Primary Phone	Secondary Phone	Email Address	
_____	_____	_____	
Valid Drivers License Number	Work Preference: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer		

Position Preference *(If more than one, list in order of preference, i.e. 1,2,3...)*

Golf Courses <input type="checkbox"/> Beverage Cart <i>(Must be 21)</i> <input type="checkbox"/> Concessions <i>(Must be 21)</i> <input type="checkbox"/> Golf Car Personnel <input type="checkbox"/> Grounds Maintenance <input type="checkbox"/> Lesson Instructor <input type="checkbox"/> Pro Shop Cashier <i>(Must be 21)</i> <input type="checkbox"/> Starter / Ranger	Parkside Fitness <input type="checkbox"/> Fitness Instructor <input type="checkbox"/> Front Desk Receptionist <input type="checkbox"/> Group Fitness Instructor <input type="checkbox"/> Personal Trainer <input type="checkbox"/> Tennis Lesson Instructor Recreation Department <input type="checkbox"/> Administrative / Receptionist <input type="checkbox"/> Adult Softball Scorekeeper <input type="checkbox"/> Adult Softball Umpire <input type="checkbox"/> Cheerleading Instructor <input type="checkbox"/> Youth Hockey Coach <input type="checkbox"/> Dance Instructor <input type="checkbox"/> Day Camp Counselor <input type="checkbox"/> Learn to Skate Instructor <input type="checkbox"/> Youth Soccer Official / Staff <input type="checkbox"/> Pavilion Rental Attendant <input type="checkbox"/> Summer Swim Team Coach <input type="checkbox"/> Tee Ball Official / Staff <input type="checkbox"/> Tumbling Instructor <input type="checkbox"/> Other _____	Boating on the Lagoon <input type="checkbox"/> Boat Dock Attendant Concessions <input type="checkbox"/> Sports Complex DragonLand Water Park <input type="checkbox"/> Cashier <input type="checkbox"/> Concessions <input type="checkbox"/> Swim Lesson Instructor <input type="checkbox"/> Lifeguard <input type="checkbox"/> Maintenance Magic Dragon Miniature Golf Course <input type="checkbox"/> Cashier / Concessions Attendant	Veterans Memorial Arena <input type="checkbox"/> Concessions <input type="checkbox"/> Maintenance / Zamboni Driver <input type="checkbox"/> Skate Guards Illinois River Valley Special Recreation Association (IRVSRA) <input type="checkbox"/> Camp Counselor <input type="checkbox"/> Special Events Staff <input type="checkbox"/> Special Olympics Coach <input type="checkbox"/> Other _____ Community Service or Volunteer Opportunities <input type="checkbox"/> Youth Sports Coach / Instructor <input type="checkbox"/> Special Event _____ <input type="checkbox"/> Park Maintenance <input type="checkbox"/> Other _____ _____ _____
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Date Available to Start: ____ / ____ / ____ Last Date Available *(Part-Time / Seasonal)*: ____ / ____ / ____

Employment History *(Use additional Pages if Necessary)*

Provide a complete account of all previous employment including military service and periods of unemployment. List most recent / current employer first.

Most Recent Employer	Place of Employment: _____	Start Date: ____ / ____ / ____	End Date: ____ / ____ / ____
Address: _____		Supervisor: _____	Phone: _____
Type of work: _____		Reason for Leaving: _____	
Previous Employer	Place of Employment: _____	Start Date: ____ / ____ / ____	End Date: ____ / ____ / ____
Address: _____		Supervisor: _____	Phone: _____
Type of work: _____		Reason for Leaving: _____	
Previous Employer	Place of Employment: _____	Start Date: ____ / ____ / ____	End Date: ____ / ____ / ____
Address: _____		Supervisor: _____	Phone: _____
Type of work: _____		Reason for Leaving: _____	

Please explain any gaps in your employment history: _____

Professional References

_____	_____	_____	_____
Name	How are you acquainted with reference?	Years Acquainted	Phone
_____	_____	_____	_____
Name	How are you acquainted with reference?	Years Acquainted	Phone
_____	_____	_____	_____
Name	How are you acquainted with reference?	Years Acquainted	Phone

Formal Education - Training - Certifications

High School (or Equivalent)

Name of School(s) Attended _____ Currently Attending? _____ If so, current grade _____

Complete High School with Diploma? Yes No If no, did you receive your GED? Yes No If yes, where? _____

College or University

Name of School(s) Attended _____ Date Attended _____

Degree / Course of Study _____ Date Completed _____

Graduate School

Name of School(s) Attended _____ Date Attended _____

Degree / Course of Study _____ Date Completed _____

Business / Trade or Technical / Vocational School

_____	_____	_____	_____
Name of School(s) Attended	Certificate Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate Type	Date Completed
_____	_____	_____	_____
Name of School(s) Attended	Certificate Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate Type	Date Completed
_____	_____	_____	_____
Name of School(s) Attended	Certificate Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate Type	Date Completed

Are you able to perform the essential functions of the job position for which you are applying without reasonable accommodation? Yes No

If no, Please explain needed accommodations: _____

Please provide any additional information on your skills and experience you can offer the Pekin Park District by your employment (e.g., internships, special skills, training, management or supervisory experience, equipment operation, or other qualifications including military service).

It is the policy of Pekin Park District to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, national origin, ancestry, physical disability, or mental disability.

I certify that all the information submitted on this application is true and complete, and I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision and hereby release and waive any such claim against Pekin 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 an interview and are discovered, my application may be rejected and if I am employed, my employment may be terminated. In consideration of my employment, I agree to conform to Pekin Park District's rules and regulations and I agree my employment is "at-will" and my employment and compensation can be terminated, with or without cause, and with or without notice at anytime by Pekin Park District.

Signature

Date

Requirement for Background Investigation

The Illinois Conviction Act (State of Illinois 70 ILCS 1205/80-230) now requires park districts to conduct a criminal background investigation for all applicants seeking employment. The Act also requires all applicants, as a condition of employment, to authorize a criminal background investigation.

The Act prohibits the park district from hiring an applicant convicted of any of the following criminal or drug offenses.

1. Convicted for committing attempted first degree murder or for committing or attempting to commit first degree murder.
2. Convicted for committing a Class X Felony.
3. Convicted for one or more of the following: 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, and/or aggravated criminal sexual abuse.
4. Convicted for committing those offenses as defined in the Cannabis Control Act **except** as to those define in certain sections: possession of not more than 2.5 grams. Possession of more than 2.5 grams but not more than 10 grams, and or manufacture or delivery of not more than 2.5 grams.
5. Convicted for committing those offenses as defined in the Illinois Controlled Substances Act.
6. Any offense committed or attempted in any other state or against the United States which if committed or attempted in Illinois would have been punishable as one or more of the foregoing offenses.
7. 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 Illinois Juvenile Court Act.

Other convictions contained in an applicant's criminal conviction report will be reviewed by the Executive Director of the park district to determine if any felony conviction is in conflict with the park district policy for employment eligibility. It should be noted that a felony conviction of an applicant will not necessarily disqualify the applicant from employment at the Park District.

The Illinois Uniform Conviction Information Act provides that a copy of the record of the convictions received by the park district will be sent to the applicant for employment for their verification of the reports accuracy. All information relating to an applicant's criminal history will be kept strictly confidential by the park district.

If an applicant for employment at the Pekin Park District has any questions concerning the information contained in this Notice, please contact Cameron Bettin, Executive Director at 309-353-4328.

Please complete the criminal background check release form on the back of this page.



PEKIN PARK DISTRICT

Criminal Background Check Release Form

I understand that Pekin Park District is required by the Illinois Uniform Conviction Information Act (70 ILCS 1205/80-230 new) to conduct a criminal background investigation of all applicants for employment at the park district.

I understand that a successful criminal background check is a condition of employment or volunteering with Pekin Park District.

I consent to the Pekin Park District obtaining my criminal conviction history from the Illinois State Police and / or FBI.

I understand I will be provided a copy of the criminal background check if any convictions are reported, and my duty under the law to notify Pekin Park District within 7 days if the information is inaccurate or incomplete.

I hereby release and discharge Pekin Park District, its Board of Commissioners, officers, agents and employees from any and all claims for damages which may arise from participating in or as a result of the criminal background check, except for willful and wanton conduct.

I have read and fully understand this release form.

This form will be kept on file by Pekin Park District for a minimum of two years.

Signature: _____

Date: _____

Print Name: _____
(legibly with middle initial)

Date of Birth: _____

_____ American Indian or Alaskan Native

_____ Asian

_____ Black or African American

_____ Hispanic or Latino

_____ Native Hawaiian or Other Pacific Islander

_____ White

_____ Unknown

Sex: _____ Male _____ Female

For Volunteers Only:

Have you been convicted of or found to be a child sex offender? _____ Yes _____ No