

Pekin Park District

Employment & Volunteer Application

1701 Court St. Pekin IL, 61554 (309) 353-5330
www.pekinparkdistrict.org



Date

PERSONAL INFORMATION (Please Print Legibly)

Last Name First Middle

Street City State Zip

(____) _____ (____) _____ e-mail _____
Primary Phone Secondary Phone

Valid Drivers License # Work Preference: Full Time Part Time Seasonal Volunteer

POSITION PREFERENCE (Check one-if more than one, list in order of preference, i.e.1,2,3...)

- | | | | |
|--|---|---|---|
| Boating on the Lagoon
_____ Boat Dock Attendant

Concessions
_____ Mineral Springs Park Facilities
_____ Sports Park Facilities

DragonLand Water Park
_____ Cashier
_____ Concessions
_____ Lifeguard
_____ Maintenance

Golf Courses
_____ Beverage Cart Personnel
<i>(must be 21)</i>
_____ Concession Counter Personnel
<i>(must be 21)</i>
_____ Golf Car Personnel
_____ Grounds Maintenance
_____ Lesson Instructor
_____ Pro Shop Cashiers
<i>(must be 21)</i>
_____ Starter / Ranger | Miller Center
_____ Front Desk
_____ Instructor _____
_____ Rental Attendant / Janitorial
_____ Transportation Service Driver

Park Police Department
_____ Park Police

Parks Department
_____ General Grounds Maintenance
_____ Sports Park Athletic Field
_____ Maintenance

Parkside Athletics
_____ Kidz Klub Attendant
_____ Fitness Instructor
_____ Front Desk Receptionist
_____ Group Fitness Instructor
_____ Personal Trainer
_____ Tennis Lesson Instructor

Putt the Magic Dragon
_____ Cashier / Concessions Attendant | Recreation Department
_____ Adult Softball Scorekeeper
_____ Adult Softball Umpire
_____ Cheerleading Instructor
_____ Children's Hockey Coach
_____ Dance Instructor
_____ Day Camp Counselor
_____ Dog Obedience Instructor
_____ Ice Skating Instructor
_____ Kickball League Umpire
_____ Rec Soccer League Instructor
_____ Administrative / Receptionist
_____ Summer Swim Team Coach
_____ Swim Lessons Instructor
_____ T-Ball Instructor
_____ Tot Soccer Instructor
_____ Tumbling Instructor

Other _____ | Soldwedel Program
_____ Birthday Party Facilitator
_____ Environmental Education Teachers
_____ Rental Attendant / Janitorial
_____ Teams Course Facilitator

Special Recreation Association
_____ Camp Counselors
_____ Special Events Staff
_____ Special Olympics Coaches

Veteran's Memorial Ice Arena
_____ Concessions
_____ Janitorial
_____ Public Skate Guards
_____ Rink Attendant / Zamboni Driver |
|--|---|---|---|

_____/_____/_____
Available Start Date Last available date (if part time/seasonal)

VOLUNTEER OPPORTUNITIES
I am interested in: _____

EMPLOYMENT HISTORY (Use additional pages if necessary)

Give a complete account of ALL previous employment, including time spent in military service, and periods of unemployment. LIST MOST RECENT EMPLOYER FIRST.

MOST RECENT JOB Place of Employment _____ Start Date ____/____/____ End Date ____/____/____
Address _____ Supervisor _____ Phone _____
Describe type of work _____ Salary _____ Reason for Leaving _____

PREVIOUS POSITION Place of Employment _____ Start Date ____/____/____ End Date ____/____/____
Address _____ Supervisor _____ Phone _____
Describe type of work _____ Salary _____ Reason for Leaving _____

PREVIOUS POSITION Place of Employment _____ Start Date ____/____/____ End Date ____/____/____
Address _____ Supervisor _____ Phone _____
Describe type of work _____ Salary _____ Reason for Leaving _____

Please explain fully any gaps in your employment history _____

REFERENCES (non-relatives)

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 EQUIVALENCY)

Name of School(s) attended _____ Currently Attending? _____ If so, Grade? _____

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

COLLEGE OR UNIVERSITY

School Attended _____ Date Attended ____/____/____

Degree/Course of Study _____ Date Completed ____/____/____

BUSINESS/TRADE OR TECHNICAL/VOCATIONAL SCHOOL

Name of School _____ Certificate Received? ___ Yes ___ No Type: _____ ____/____/____
_____ Certificate Received? ___ Yes ___ No Type: _____ ____/____/____
_____ Certificate Received? ___ Yes ___ No Type: _____ ____/____/____
If yes, identify type received Date

GRADUATE SCHOOL

School Attended _____ Date Attended ____/____/____

Degree/Course of Study _____ 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, what accommodations are needed? _____

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

It is the policy of the 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, or physical 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 this application for employment as may be necessary in arriving at an employment decision and hereby release and waive any such 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 an 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 any time, at either my or the Park District's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without notice, at any time by the Park District.

Signature _____

Date ____/____/____

Requirement for Criminal 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 with a park district. 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 defined 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 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.



CRIMINAL BACKGROUND CHECK RELEASE FORM

I understand that the 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 the 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 the Pekin Park District within seven (7) days if the information is inaccurate or incomplete.

I hereby fully release and discharge the 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 the Pekin Park District for a minimum of two years.

Signature: _____ Date: _____

Print Name: _____
(legibly with middle initial)

Date of Birth: ____/____/____

Race: ____ American Indian or Alaskan Native
____ Asian or Pacific Islander
____ Black
____ White
____ Unknown

Sex: ____ Male ____ Female

For Volunteers Only:

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