



CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

P.O. Box 1040, Mahomet, Illinois 61853

Phone No.(217)586-3360

Fax No.(217)586-5724

APPLICATION FOR SEASONAL EMPLOYMENT

Instructions: Fill out this application completely and accurately. All statements in your application are subject to verification. *Incorrect statement(s) may lead to termination of your employment.* Your employment is contingent upon verification of the information contained in your I-9 Immigration form.

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Social Sec.No. _____

E-mail Address: _____

Position Applying For: Please indicate first, second and third choice with a 1, 2 and 3.

- | | | |
|--|--|---|
| <input type="checkbox"/> Golf Course Grounds/ Maintenance | <input type="checkbox"/> Park Operations/Maintenance (LOW/HL/MF) | <input type="checkbox"/> Museum Programs/Clerical |
| <input type="checkbox"/> Pro Shop Snack Bar (must be 21yrs) | <input type="checkbox"/> Botanical Garden | Pursuant to the Drive for Teen Employment Act, employees under the age of 17 are prohibited from doing on-the-job driving. |
| <input type="checkbox"/> Golf Course Beverage Car (Must be 21 yrs) | <input type="checkbox"/> Forestry | |
| <input type="checkbox"/> Pro Shop Counter Help/Starter/Ranger | <input type="checkbox"/> Environmental Education <input type="checkbox"/> Construction | |

Preferred Location: Lake of the Woods Forest Preserve/ River Bend Forest Preserve/Sangamon river Mahomet, Illinois Middle Fork River Forest Preserve Penfield, Illinois Homer Lake Forest Preserve Homer, Illinois

EMPLOYMENT HISTORY

Employer's Name: _____ Phone #: _____

Address: _____

Type of Business: _____ Supervisor's Name: _____

Date from: _____ to: _____ Salary: _____

Title/Position: _____

Explain Duties: _____

Reason for leaving: _____

Employer's Name: _____ Phone #: _____

Address: _____

Type of Business: _____ Supervisor's Name: _____

Date from: _____ to: _____ Salary: _____

Title/Position: _____

Explain Duties: _____

Reason for leaving: _____

EDUCATION

List the various schools you have attended and other information requested.

Name/Address of School: _____

Number of Years Completed: _____ Graduate/Degree: _____

Other Formal Education: _____

Special Interest/Talents Related to this Position: _____

SPECIAL SKILLS

List any computer experience you may have: _____

What type of office equipment can you operate: _____

List any special skills related to this position: _____

DRIVING HISTORY

Can you operate an automobile: _____ Do you possess a valid Illinois driver's license: _____

License Classification: _____ Driver's License No. _____ Exp.Date: _____

Has your license ever been suspended or revoked? _____. If yes, please explain: _____

What date are you available for work? _____

What hours would you be available? _____

Would you be willing to work weekends if necessary? Yes No

Would you be willing to work holidays if necessary? Yes No

Would you be willing to work evenings if necessary? Yes No

Are you physically able to perform the essential functions of the position you are applying for? Yes No

If no, please explain: _____

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

Applicant is not required to disclose sealed or expunged records of conviction or arrest.

Were you ever dismissed or forced to resign because of misconduct or unsatisfactory service, or while under investigation? Yes No If yes, please explain: _____

REFERENCES

Fill in below the information requested for two references.

Name: _____

Address: _____

Home Phone: _____ **Business Phone:** _____ **Email:** _____

Occupation/Profession: _____

In What Capacity Do You Know This Person? _____

Name: _____

Address: _____

Home Phone: _____ **Business Phone:** _____ **Email:** _____

Occupation/Profession: _____

In What Capacity Do You Know This Person? _____

Pursuant to the provisions of the Illinois Personnel Record Review Act, I hereby waive written notice from my current employer and/or any previous employers and authorize them to release information regarding any disciplinary actions taken against me within the past four years. I understand that any false or misleading statements made by me on this application may prevent my employment or may be cause for dismissal if I am hired. Furthermore, I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in this questionnaire, and all my answers are true and correct to the best of my knowledge and belief.

Signature

Date

The Champaign County Forest Preserve District is an equal employment opportunity employer, and does not discriminate in any of its employment practices on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap or disability, unfavorable discharge from military service, or citizenship status.