

**COLOMA TOWNSHIP PARK DISTRICT  
APPLICATION FOR EMPLOYMENT  
Equal Opportunity Employer**

**DATE:** \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
(Area Code/Number)

Are you a US citizen or legally authorized to work in the US: Yes \_\_\_\_\_ No \_\_\_\_\_

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**OPTIONAL – THE FOLLOWING QUESTION(S) ARE OPTIONAL. YOU ARE ENCOURAGED BUT NOT REQUIRED TO ANSWER THEM.**

Date of Birth \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Have you ever been convicted of a crime? No \_\_\_\_\_ If yes explain \_\_\_\_\_

Number of Children \_\_\_\_\_ Are you related to anyone in our employ; State name \_\_\_\_\_

Do you have any injuries or illnesses? Give details \_\_\_\_\_ No \_\_\_\_\_

Do you have any defects which impair your: hearing \_\_\_\_\_ (wear glasses) vision \_\_\_\_\_ speech \_\_\_\_\_

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**POSITION DESIRED**

Position \_\_\_\_\_ Salary/Wages Expected \_\_\_\_\_

Date you can start \_\_\_\_\_ Are you employed now? \_\_\_\_\_ Can we contact your present employer? \_\_\_\_\_

Have you ever applied to this park district before? Yes \_\_\_\_\_ When? \_\_\_\_\_

## ESSENTIAL JOB RELATED FUNCTIONS

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodation? YES \_\_\_\_\_ NO \_\_\_ \_ Please describe any accommodations required.

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## EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Activities other than religious  
(Civic, Athletic, Fraternal, etc.)\_ Played 4 years at D-1 Western Illinois on Women's Basketball Team

U.S. Military or Naval Service \_\_\_\_\_ Are you presently in the National Guard or Reserves? \_\_\_\_\_

## REFERENCES

Give the names of three persons not related to you, that you have known for at least one year.

NAME	ADDRESS	OCCUPATION	YEARS KNOWN
1. _____			
2. _____			
3. _____			

## EMPLOYMENT HISTORY

Date Month and Year	Name & Address of Employer	Salary	Job Title	Description of Duties

## TRAINING AND/OR SPECIAL TALENT

In the following list, check once (x) those items in which you have had some experience; check twice (xx) those items in which you consider yourself skilled:

### RECREATION

arts & crafts	dramatics	children's games	tennis
baseball	puppetry	handicrafts	athletic leagues
low organized games	golf	group singing	water sports
softball	pageants	rhythm bands	camping
football	first aid	nature activities	swimming
folk dancing	story telling	relays	drawing
volleyball	archery	basketball	other_____

### MAINTENANCE

motor vehicle repair	tree and bush trimming
small engine, mower repair	tractor mowing (heavy equipment)
plumbing	hand mowing
electrical work	gardening and cultivating
carpentry	ball diamond maintenance
painting	truck driving
cement work	ice making (skating)
swimming pool maintenance	janitorial & cleaning work
road and sidewalk repair	installation of playground equipment

list any other skills you may know that would be of use on this job \_\_\_\_\_

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**IN CASE OF EMERGENCY NOTIFY**

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.**

**I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT.”**

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

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**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

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

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hired:    YES        NO

Position \_\_\_\_\_ Department \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Report Date \_\_\_\_\_

**The State, Federal and local employment related laws and the interpretations of them frequently change. The Coloma Township Park District, its officers, employees, agents and their successors assume no responsibility for the inclusion of any questions which may violate State, Federal or Local laws.**