



EMPLOYMENT APPLICATION

Byron Forest Preserve District ~ PrairieView Golf Club
7993 North River Road, P.O. Box 1075, Byron IL 61010

BYRON FOREST PRESERVE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Byron Forest Preserve 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, sexual orientation, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE SUPERINTENDENT OF FINANCE / HUMAN RESOURCES.

Date of Application: _____

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

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

Phone Number: _____

If you are under 16 years of age and it is required, can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No

Have you ever been employed with us before? If yes, date: _____

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

Application for (check applicable): Restoration/Maintenance Department

Administration Department Education Department

Golf Maintenance Department Clubhouse/Food/Beverage Department

Available for: Part Time Full Time Seasonal

Are you willing to work overtime as required? Yes No

Position applied for: _____

Desired salary/wage? _____ Date available to begin work: _____

Are you currently on "lay-off" status and subject to recall? Yes No

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				

Have you ever been convicted of any felony? YES NO

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? YES NO

The District obtains criminal conviction information from applicants during the hiring process as well as about individuals who are offered employment, and therefore, shall perform a criminal background check for successful applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

If yes, describe: _____

Have you served in the U. S. Armed Forces, National Guard, or Reserves? Yes No

Date of duty: _____ Branch of service: _____

Applicable skills acquired: _____

WORK HISTORY (fill in below, beginning 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

NOTE: Please explain any gaps in employment.

Please 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 _____

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 BYRON FOREST PRESERVE DISTRICT WHICH MAY ALLEGEDLY ARISE FROM SUCH INVESTIGATION. I FURTHER UNDERSTAND THAT IF ANY FALSE INFORMATION OR MISREPRESENTATIONS ARE EITHER CONTAINED IN MY APPLICATION OR PROVIDED DURING ANY INTERVIEW OR IF ANY INFORMATION REQUESTED IN THE APPLICATION AND/OR IN ANY INTERVIEW HAS BEEN OMITTED AND SUCH FALSIFICATIONS, MISREPRESENTATIONS AND/OR OMISSIONS ARE LATER DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I HAVE BEEN EMPLOYED BY THE DISTRICT, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE BYRON FOREST PRESERVE 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 BYRON FOREST PRESERVE 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 BYRON FOREST PRESERVE DISTRICT.

This application for employment shall be considered active for a period of time not to exceed 45 days..

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 _____

EMPLOYMENT REFERENCES

PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, NOT RELATED TO YOU, THAT WE MAY CONTACT.

1. NAME _____ PHONE # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

2. NAME _____ PHONE # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

3. NAME _____ PHONE # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____