

**HAVANA PARK DISTRICT**  
**Havana, IL 62644**  
**Phone: (309) 543-6240**  
**havanaparkdistrict@gmail.com**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ DOB \_\_\_\_\_

Email Address: \_\_\_\_\_

State name and relationship of any relatives in our employment \_\_\_\_\_

Referred by \_\_\_\_\_

Do you have a valid driver's license? (Circle One)                      Yes                      No

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact your employer? \_\_\_\_\_

**EDUCATION**

SCHOOL	NAME & LOCATION	GRADUATED (YES OR NO)	MAJOR	GPA
High School				
College				
Other (Specify)				

Special training:

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Activities:

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What current certificates do you hold?

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**FORMER EMPLOYERS:**

List your last four employers, starting with present or most recent

Date Month & Year	Name & Address Of Employer	Salary	Position	Reason For Leaving

**REFERENCES:** List the names of three people who are not related to you and whom you have known at least one year.

NAME	CONTACT	BUSINESS	YEARS KNOWN

In case of emergency, notify \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I agree to allow the Havana Park District to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of date of payment of my wages and salary, be terminated at any time without any previous notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_