

WINNEBAGO COUNTY FOREST PRESERVE DISTRICT

APPLICATION FOR EMPLOYMENT

Position Applied for _____ Date _____

WCFPD considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law.

(Name)

(Social Security No.)

(Current Address) _____ (Street) _____ (City) _____ (State) _____ (Zip Code) _____

Best Time to Contact _____

Apartment No. _____ Telephone No. () _____ Referred by _____

Are you over age 18? Yes No. If not, state your age _____

Do you want to work Full Time Part Time. If part time, specify days and hours: _____

Driving may be a job requirement. Do you have a valid drivers license? Yes No

Driver's license number _____ State _____

Are you willing to work weekends? Yes No

Are you willing to work overtime as necessary? Yes No

Date you can start: _____

Have you ever been employed by us? Yes No

If yes, when? _____ At what location? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes No

If yes, please explain: _____

State name of any relative in our employ: _____

Have you ever been convicted of a crime?* Yes No. If yes, state nature of offense, when, where, and disposition.

* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, WCFPD will verify the status of every individual offered employment with our organization. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you currently authorized to work for all employers in the United States on a full-time basis, or only for your current employer? All employers Current employer only

RECORD OF EDUCATION

| School | Address of School | Course of Study | Number of years completed | Did you graduate? (yes or no) | Diploma or Degree Received |
|--------|-------------------|-----------------|---------------------------|-------------------------------|----------------------------|
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MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? [] Yes [] No. List duties in the Service, including special training that is relevant to the position for which you have applied.

PRIOR WORK HISTORY (List in order with current or last employer first). Account for your entire employment history in your employment.

| Dates From To | Name, Address, and Telephone Number of Employer | Rate of Pay Start Finish | Supervisor's Name/Title | Reason for Leaving |
|---------------|---|--------------------------|-------------------------|--------------------|
| | | | | |

Describe in detail the work you performed:

| Dates From To | Name, Address, and Telephone Number of Employer | Rate of Pay Start Finish | Supervisor's Name/Title | Reason for Leaving |
|---------------|---|--------------------------|-------------------------|--------------------|
| | | | | |

Describe in detail the work you performed:

(If you need more room to complete your prior work history, use additional sheets of paper).

PERSONAL REFERENCES (excluding relatives)

| Name and Occupation | Dates Known | Address | Telephone Number |
|---------------------|-------------|---------|------------------|
| | | | |



5500 Northrock Drive
Rockford, IL 61103

815/877-6100

Fax: 815/877-6124

wcfpd@wcfpd.org

www.wcfpd.org

PRE-EMPLOYMENT STATEMENT (PLEASE READ VERY CAREFULLY BEFORE SIGNING BELOW)

I understand and voluntarily agree that:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from WCFPD's employ.

Any offer of employment I may receive from WCFPD is contingent upon my successful completion of the total pre-employment screening process, including WCFPD receiving references that it considers satisfactory, and my satisfactory completion of any post offer medical examination that the company may require.

I understand that as a condition of employment, I will be required to undergo and successfully pass a screening for alcohol/drugs. I also understand and agree that, if employed, I will be required to submit to an alcohol/drug screening at any time at the discretion of WCFPD.

In processing my application for employment, WCFPD may verify all the information provided by me, including my prior employment, military record, education, criminal and driving record.

I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of WCFPD and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself.

Signature _____ Date _____