

**PEORIA PARK DISTRICT  
CRIMINAL BACKGROUND CHECK RELEASE FORM**

**Last Name (Full Legal):** \_\_\_\_\_

**First Name (Full Legal):** \_\_\_\_\_

**Middle Initial:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sex:** \_\_\_\_\_

**Race:** \_\_\_\_\_ (A = Asian/Pacific Islander, B = Black, I = American Indian/Alaskan Native, H = Hispanic, W = White, U = Unknown) Kindly only use the codes listed.

Pursuant to Illinois law (70 ILCS 1205/8-23), the Peoria Park District shall not knowingly employ a person who has been convicted of (or plead guilty to) one or more of the several crimes listed in Section 8-23 of the Illinois Park District Code. Any other conviction(s) shall not automatically disqualify the applicant for consideration, but rather the conviction(s) will be a factor in considering the applicant for a specific job. The Peoria Park District will not inquire into or use the fact of an arrest or criminal history record information order expunged, sealed or impounded as a basis to refuse to hire an applicant.

Consequently, in compliance with Illinois law, the Peoria Park District requires a criminal background check on job applicants.

By signing below, I hereby authorize the Peoria Park District to obtain and review a criminal background investigation for the purposes described in Section 8-23 of the Illinois Park District Code. I understand that a successful criminal background check is a condition of my employment with the Peoria Park District. While I may be allowed to commence employment after a criminal background search has been initiated, such employment will be conditional pending the return of the results of the search to the Peoria Park District, at which time my employment with the Peoria Park District may be terminated without liability by the Peoria Park District in the event that the results of the search reveal a conviction or convictions that would disqualify me from employment with the Peoria Park District.

I understand I will be provided a copy of the criminal background check if any convictions are reported, and I will notify the Peoria Park District within 7 working days if the information is inaccurate or incomplete.

I hereby fully release and discharge the Peoria Park District, its trustees, officers, agents, and employees, from any and all claims for damages which may arise from participating in or as a result of the criminal background check. I also understand that failure to complete and sign this form shall disqualify me from consideration to be an employee of the Peoria Park District.

I have read and fully understand this Criminal Background Check Release Form.

This form will be kept on file by the Peoria Park District for a minimum of 2 years.

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

If applicant is under 18 years of age:

Parent/Guardian Signature: \_\_\_\_\_



# PEORIA PARK DISTRICT LONG FORM EMPLOYMENT APPLICATION



- An Equal Opportunity Employer -

PLEASE PRINT NAME

**Please read the following information carefully  
before completing the application form.**

By completing this application you are authorizing the Peoria Park District to perform all required background investigations, including criminal history investigations, necessary for employment. You also agree to take a pre-placement physical and/or drug screen in addition to any other tests/evaluations required for employment.

By completing this application you are authorizing your current employer, any former employers, and any listed references to provide information concerning your previous employment and any pertinent information they may have, personal or otherwise. You also release all parties from all liability for any damage that may result from furnishing such information to the Peoria Park District.

You certify that all statements given on this application are correct, and realize that **any falsification, omission of information or misrepresentation on this or any other personnel record may prevent employment or may result in your discharge, regardless of when such information is discovered.** In the event of employment, you agree to abide by all present and subsequently issued rules of the Peoria Park District.

Last

First

## A. PERSONAL INFORMATION (PLEASE PRINT)

Today's Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Your age group (circle): 14-15 16-17 18-20 21 & up

Name \_\_\_\_\_  
Last First Middle Initial

Home Address \_\_\_\_\_  
Street City, State & Zip Phone

Email \_\_\_\_\_ @ \_\_\_\_\_

If living away from home, please provide your school address:

\_\_\_\_\_  
Street City, State & Zip Phone

Middle Initial

## B. IDENTIFICATION INFORMATION

1. Do you have a driver's license?

<b>IF YES, provide:</b>	<b>IF NO, provide:</b>
License # _____	State of Illinois I. D. # _____
State Issued in _____ License Class _____	
Expiration Date _____ / _____ / _____	

2. Maiden name (if applicable) and any other name by which you may have been known:

\_\_\_\_\_

**C. POSITION PREFERENCE (check one - if more than one, list in order of preference, i.e. 1, 2, 3...)**

**Parks Division**

- Park Maintenance\*\*
- Landscape & Forestry
- Equipment Services

**Recreation Division**

- Recreation Instructor\*\*
- Camp Counselor\*\*
- Fine Arts
- Aquatics
- Athletics
- Luthy Botanical Garden
- Forest Park Nature Center
- Owens Ice Skating Rink
- Logan Recreation Center
- Proctor Recreation Center
- Franciscan Recreation Complex
- Sommer Park
- Peoria Zoo

**Golf Division**

- Maintenance
- Pro Shop
- Snack Shop
- Golf Learning Center
- Kellogg Golf Course
- Newman Golf Course
- Madison Golf Course

**Other**

- Security/Park Police
- Administrative
- Refreshment Sales\*\*
- RiverFront
- Gateway Building
- HISRA
- RiverPlex
- Fitness or Recreation?
- Peoria PlayHouse
- Children's Museum

\*\*Facility desired (if appropriate) \_\_\_\_\_

If applying for an advertised position, specify here: \_\_\_\_\_

Applying for (circle):    Full Time    Part Time    Seasonal

Date available to start: \_\_\_\_\_

Last date able to work: \_\_\_\_\_  
(If part time or seasonal)

**D. EDUCATION**

Circle highest grade completed:            9 10 11 12            College 1 2 3 4 5 6 and over

Name and city of last school attended: \_\_\_\_\_

Date attended: From \_\_\_\_\_ to \_\_\_\_\_

Graduate: YES / NO

Degree \_\_\_\_\_

Major \_\_\_\_\_

Indicate special honors, workshops, trade schools, special training, awards or activities you have participated in:

\_\_\_\_\_

\_\_\_\_\_

**E. REFERENCES (List 3 other than relatives)**

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Occupation</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**F. EMPLOYMENT HISTORY (Use additional pages if necessary)**

Give a complete account of **ALL** previous employment, including time spent in military service, and periods of unemployment. LIST MOST RECENT EMPLOYER FIRST. You may exclude organization names which indicate race, color, religion, sex, age, national origin, ancestry, sexual orientation, marital status, military status, unfavorable discharge from military service or disability.

**• MOST RECENT JOB**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Place of Employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
Describe type of work \_\_\_\_\_  
Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for leaving \_\_\_\_\_

**• PREVIOUS POSITION**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Place of Employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
Describe type of work \_\_\_\_\_  
Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for leaving \_\_\_\_\_

**• PREVIOUS POSITION**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Place of Employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
Describe type of work \_\_\_\_\_  
Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for leaving \_\_\_\_\_

**• PREVIOUS POSITION**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Place of Employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_ Salary \_\_\_\_\_  
Describe type of work \_\_\_\_\_  
Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for leaving \_\_\_\_\_

Please explain fully any gaps in your employment history \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you even worked for the Peoria Park District? YES / NO If YES, state when and in what position: \_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives employed by the Peoria Park District? YES / NO If YES, state name and position: \_\_\_\_\_  
\_\_\_\_\_

Have you ever volunteered for the Peoria Park District? YES / NO If YES, list assignment, date and location: \_\_\_\_\_  
\_\_\_\_\_

**G. HEALTH**

Are you able to perform the essential functions of the job for which you are applying without reasonable accommodation? YES/NO

If no, what accommodations are needed? \_\_\_\_\_

**H. OTHER**

1. Have you ever been convicted of a misdemeanor (crime involving dishonesty or violence) or a felony crime?  
YES / NO If YES, describe: \_\_\_\_\_  
\_\_\_\_\_

*(Conviction will not necessarily be a bar to employment: each instance and explanation will be considered in relation to the position for which you are applying.)*

2. If applying for a job requiring the use of a vehicle, state whether you have received a traffic citation within the last 24 months? YES / NO If so, describe the nature of the violation: \_\_\_\_\_  
\_\_\_\_\_

3. Person to notify in case of emergency:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Are you legally eligible for employment in this country? YES / NO  
*(Proof of U. S. citizenship or immigration status will be required upon employment)*

5. Additional information or points of interest you wish the Park District to be aware of, such as:  
• Any courses that are pertinent to the position you are applying for  
• Prior experience which may strengthen your qualifications

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. AUTHORIZATION**

I authorize the Peoria Park District to perform all required background investigations necessary for my employment. I agree to take a pre-placement physical and/or drug screen in addition to any other tests/evaluation required for employment.

I authorize my former employers and listed references to give information concerning me, whether or not it is in their records, and I release them and their companies from any liability whatsoever. I certify that all statements given on this application are correct, and realize that falsification or misrepresentation of this or any other personnel record may prevent employment or result in my discharge, regardless of when such information is discovered. In the event of employment, I agree to abide by all present and subsequently issued rules of the Peoria Park District.

I understand that just as I am free to resign at any time, the Peoria Park District reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the Peoria Park District has the authority to make any assurance to the contrary.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Completed application MUST be returned to:  
Human Resources Manager  
Peoria Park District  
1125 W Lake Ave  
Peoria, Illinois 61614**

**PEORIA PARK DISTRICT VOLUNTARY APPLICANT CHARACTERISTIC SURVEY**

*The following information is being collected for statistical tracking of applications for employment. This information is confidential and will not be used for purposes of selecting, evaluating, or excluding anyone from consideration for employment. Provision of the information is voluntary and will not affect your application receiving full consideration.*

Birthdate: \_\_\_\_\_ Sex: Male / Female (circle)  
Have you served in the U. S. Armed Forces? YES / NO  
Date of duty: \_\_\_\_\_ Branch of Service: \_\_\_\_\_  
Applicable skills acquired: \_\_\_\_\_

Which of the following applies to you?  
\_\_\_\_ Black      \_\_\_\_ Caucasian      \_\_\_\_ American Indian or Alaska Native  
\_\_\_\_ Hispanic      \_\_\_\_ Asian or Pacific Islander      \_\_\_\_ Other

How were you referred to the Peoria Park District?  
\_\_\_\_ Advertisement ....WHERE SEEN? \_\_\_\_\_  
\_\_\_\_ Agency .....PLEASE SPECIFY \_\_\_\_\_  
\_\_\_\_ Friend .....NAME \_\_\_\_\_  
\_\_\_\_ Other .....PLEASE SPECIFY \_\_\_\_\_

Position applied for: \_\_\_\_\_ Full Time OR Part Time (circle)

Today's Date: \_\_\_\_\_