



Application Deadline: March 11

2020 Spring Lake Pool Employment Application: POOL OPENS MAY 30 / CLOSES AUGUST 16

<p>THE FLAGG-ROCHELLE COMMUNITY PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Flagg-Rochelle Community Park 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.</p>	<p>Date Received: ____/____/____</p>
<p><i>APPLICANTS REQUIRING REASONABLE ACCOMMODATION FOR THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE PARK DISTRICT OFFICE.</i></p>	

Applicant Information

Full Name: _____
First Last M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____
 YES NO
 Are you able to send/receive text messages?

Are you legally eligible for employment in this country? YES NO

Have you ever worked for this company? YES NO
 If yes, when? _____

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

Have you ever been convicted of a 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 is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants offered employment, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Pursuant to section 8-23 of said statute, certain convictions shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

If yes, explain: _____

Positions

Please check position(s) you are interested in/qualified for:

Position	Minimum Age	Preferred Age	Requirements	
Concessions	16 years	18+ years	Must have pleasant personality. Work/school record shows reliability, initiative, tact, & productivity. Must have knowledge of cash register operation and money handling. ALL applicants will be tested on counting change back to a customer during the interview for this position.	<input type="checkbox"/>
Customer Service/Front Desk	18 years	21+ years	Must have a pleasant personality. Work/school records shows reliability, initiative, tact, & productivity. Must have knowledge of cash register operation, money handling, hours of operation, daily and seasonal fees, pool rules, policies, & procedures.	<input type="checkbox"/>
Slide Attendant	16 years		Must have pleasant personality. Work/school record shows reliability, initiative, tact, & productivity. Must be able to communicate instructions in a professional and enthusiastic manner.	<input type="checkbox"/>
Daily Maintenance	16 years	18+ years	Must be able to: maintain accurate records and reports on completed assignments, understand and carry out oral and written instructions, observe safety requirements and safe work practices and methods as required, and work independently under minimal supervision	<input type="checkbox"/>
Lifeguard/Swim Instructor	15 years		Must be certified in Lifeguarding for the Professional Rescuer	<input type="checkbox"/>
Swim Instructor	15 years		Prior teaching experience is a plus – as is Lifeguarding Certification.	<input type="checkbox"/>

Weekly Hours Desired: Under 20hrs. 20-30hrs. 30-40hrs.

Certifications/Qualifications

Please list your job-related qualifications and certifications:

Summer Commitments

*Please list days and/or times that you will **NOT** be available to work this summer due to family vacation, family wedding, summer camps, summer school, etc. If hired, these dates will be considered **approved time off**. Please know however that **YOU are responsible for securing your own substitutes for ALL approved time off**. All requests for time off, NOT listed on this application must be approved by the Pool manager prior to securing a substitute. Individuals granted approval for requested time off **MUST** secure a substitute or work hours as assigned!*

Note: I will be attending _____ College/University in the Fall of 2020. My first day of classes is: _____

Questions

1. Why are you seeking employment at Spring Lake Pool?
2. What personal & professional qualities do you possess that will make you an asset to our staff?

References

List three references who are not relatives. High school students must list at least one educator (teacher, counselor, administrator, coach)

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

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Company: _____ Phone: _____
Address: _____

Previous Employment

Company & Position: _____ Phone: _____
Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company & Position: _____ Phone: _____
Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Pool Hours

Maintenance:

Monday – Thursday: 5:00 – 8:00am
 Friday – Sunday: 8:00 – 11:00am

Open Swim & Rentals:

Monday – Friday 12:30 – 5:00pm 6:30 – 8:30pm
 Saturday / Sunday 12:30 – 5:00pm PM Rentals (as scheduled)

Swim Team & Swimming Lessons:

Monday-Thursday: 7:45am – 12:00pm

Adult Swim / PM Swim Lessons / PM Swim Team / Water Exercise Classes:

Monday-Friday 5:00 – 6:30pm

Swimming Lessons

LIFEGUARDS & SWIM INSTRUCTORS ONLY: PLEASE INDICATE YOUR AVAILABILITY TO TEACH SWIM LESSONS THIS SUMMER:

	A.M.	P.M.
Session A: June 17 – June 27	<input type="checkbox"/>	<input type="checkbox"/>
	A.M.	P.M.
Session B: July 8 – July 18	<input type="checkbox"/>	<input type="checkbox"/>
	A.M.	P.M.
Session C: July 22 – August 1	<input type="checkbox"/>	<input type="checkbox"/>

Important Information

Qualified candidates will be contacted to schedule an interview. Interviews will be held during the months of March & April. ALL individuals who apply will be contacted by phone, text, or email on or before May 11th regarding employment status. Individuals hired are responsible for working all hours as assigned throughout the course of the summer. Facility hours & staff schedules will be adjusted when school is in session.

Questions? Comments? Concerns?

Please contact: Viktoria Orosz (330) 503 0589 or vorosz@rochelleparkdistrict.org
 or Maureen Stevens (815) 562-7813 or mstevens@rochelleparkdistrict.org

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 Park District which may allegedly arise from such investigation. I further understand that if any false information, omissions, or misrepresentations are either contained in my application or given during any interview and are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the Park 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 any time, at either my or the Park 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 Park District.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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: _____