



West Suburban Special Recreation Association
 2915 Maple Street, Franklin Park IL 60131
 847-455-2100

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or the interview process should contact a representative of West Suburban Special Recreation Association.

I. Personal Information
Name: _____ Date of Application : _____ Address _____ _____ Email Address: _____ Primary Phone Number: _____ Secondary Phone Number: _____ Social Security Number: _____ Driver's License Number: _____ State Issued: _____

II. Education					
Name	City	State	Years Completed	Degree/Diploma Earned	Major/Minor
High School:					
College/University:					
Other Training/Education:					

III. References: Please list the name and phone number of three references not related to you, that we may contact.			
Name	Telephone Number (include area code)	City/State	Relationship to you

IV. Employment/Volunteer History: Start with your most current position. Include any job-related service assignments and/or volunteer activities.

Employer:	Work Performed:
Phone:	
City, State:	
Immediate Supervisor:	
Dates Employed:	Reason for leaving:
Job Title:	
Hourly Rate: Starting: Final:	
May we contact this organization? ___ Yes ___ No	
Employer:	Work Performed:
Phone:	
City, State:	
Immediate Supervisor:	
Dates Employed:	Reason for leaving:
Job Title:	
Hourly Rate:	
May we contact this organization? ___ Yes ___ No	
Employer:	Work Performed:
Phone:	
City, State:	
Immediate Supervisor:	
Dates Employed:	Reason for leaving:
Job Title:	
Hourly Rate:	
May we contact this organization? ___ Yes ___ No	

V. Miscellaneous

Have you ever filed an application here before? Yes____ No____

If previously employed here, please provide volunteer/employment dates: _____

How did you hear about WSSRA? _____

If you are under 16 and are interested in employment, can you furnish a work permit? Yes____ No____

Are you eligible for employment in this country? Yes____ No____
 (Proof of U.S. Citizenship or immigration status will be required upon employment)

Have you ever been convicted of a crime? Yes____ No____
 (Such conviction may be relevant, if job related, but does not bar you from employment)

If yes, please explain: _____

Are you currently a certified Lifeguard/Water Safety Instructor? Yes____ No____

Do you know sign language? Yes____ No____

Please answer the following question if applying for any position other than secretarial/office positions:

Why are you applying to work with individuals with disabilities and why do you feel qualified for this type of work?

VI. Availability: Please check the days and time you are available to work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings						
Afternoons						
Evenings						

I certify that answers given herein are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application will be considered sufficient cause for dismissal. West Suburban Special Recreation Association is hereby authorized to make investigation of my work and educational history.

I understand this application is not intended to be a contract for employment. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the West Suburban Special Recreation Association to continue to employ me in the future, the length of my employment is not guaranteed. Similarly, I may resign my employment at any 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: _____

VIII. In case of an emergency, please notify the following persons:

Name:	Home Address:	Home Phone:
	Business Address:	Business Phone:
Name:	Home Address:	Home Phone:
	Business Address:	Business Phone:

IX. Office Use Only

Application for:

Volunteer Part-Time Seasonal Regular Part-Time Full-Time

Interviewed By:

Position interviewed for:

Hired: YES NO

Date Hired: _____