

ATTENTION FORMER 2009 SEASONAL EMPLOYEE

The following are instructions that will assist you in filling out the required seasonal paperwork in this packet. You are able to electronically type in your information on the forms in this packet prior to printing the forms out. Please ensure that your handwritten signature is completed in all areas required. You should only return the pages indicated below

ALL FORMS MUST BE COMPLETED CORRECTLY AND IN FULL AND RETURNED NO LATER THAN JANUARY 15, 2010.

- ❑ **CHICAGO PARK DISTRICT EMPLOYMENT APPLICATION**
Complete in full page all pages.
- ❑ **EMERGENCY NOTIFICATION AUTHORIZATION**
Complete in full, sign and date.
- ❑ **CONDITIONAL OFFER OF EMPLOYMENT**
Sign and date.
- ❑ **WORKPLACE VIOLENCE**
Complete and return only the Employee Acknowledgement page of the Sexual Harassment Policy.
- ❑ **SEXUAL HARASSMENT**
Complete and return only the Employee Acknowledgement page of the Workplace Violence Policy.
- ❑ **DUAL EMPLOYMENT**
Complete in full, sign and date.
- ❑ **PARENTAL CONSENT FORM**
Only applicants under 18 years of age must have parent or guardian complete to authorize a drug screen and fingerprints.
- ❑ **PERSONAL AFFIDAVIT**
Complete in full, sign and date.
- ❑ **ABUSED AND NEGLECTED CHILD REPORTING PROCEDURES**
Fill in name, job title, sign and date. Keep the policy page and only return the page you completed.
- ❑ **MOTOR VEHICLE OPERATION RULES**
Sign and date.
- ❑ **ELECTRONIC COMMUNICATION POLICY**
Initial bottom of each page, sign and date last page. Return all pages.

□ **PAYROLL OPTIONS**

Return only the form of the option you are electing to enroll in to receive your pay.

Chose one of the following options:

➤ **PAYROLL DEBIT CARD ELECTION**

Option A

➤ **DIRECT DEPOSIT**

Option B

□ **I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)**

Complete Section 1 only. Please

INCLUDE A CLEAR

PHOTOCOPY OF THE DOCUMENTS requested

in Section 2 that you will use to complete this form. The following page will let you know what documents will be accepted. Your packet will not be considered completed in full and **WILL NOT BE CONSIDERED FOR EMPLOYMENT** if you do not include the photocopy of the required documents.

□ **EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (FEDERAL W-4)**

- Complete name, address, city, state, zip.
- Check your marital status in Section 3.
- Write in your total allowances you are claiming on line 5.
- Sign and date.

□ **ILLINOIS WITHHOLDING ALLOWANCE CERTIFICATE (W-4)**

- Complete name, address, city, state, zip.
- Write in your total allowances you are claiming on line 1.
- Sign and date.

ALL FORMS MUST BE COMPLETED CORRECTLY, IN FULL AND MUST BE RECEIVED AT THE CHICAGO PARK DISTRICT HEADQUARTERS NO LATER THAN JANUARY 15, 2010.

RETURN TO:
CHICAGO PARK DISTRICT
ATTN: HUMAN RESOURCES DEPARTMENT
541 N. FAIRBANKS, CHICAGO, IL 60611

chicago park district

Employment Application

DHR USE ONLY	
Qualified _____	RECEIVED
If not- reason _____	
Date _____	
By _____	

The Chicago Park District's Human Rights Ordinance applies to all Park District officers, employees, and contractors. The ordinance bars discrimination against individuals in connection with either employment or the availability of facilities and service at any public place of accommodation owned or operated by the Chicago Park District. A person may not be discriminated against based on race, color, religion, sex, age, sexual orientation, physical or mental handicap, unfavorable discharge from military service, parental status, national origin, ancestry, source of income, marital status, or any other protected class. Consistent with the American with Disabilities Act, applicants may request accommodations needed to participate in the application process.

NOTE: Evaluations on qualifications for a position are based on the information you provide on this application form. Each question must be answered completely and accurately. Even if a resume is attached, each applicable section of the application must be filled out. If a question is not applicable, N/A should be written as a response. Information and credentials may be verified. Applicants found qualified for a position applied for will be eligible to be interviewed for that position. Being found qualified for a position is not an offer or guarantee of an interview or employment with the Chicago Park District. It is merely a statement of eligibility. Qualified applicants may be required to appear for and pass additional examinations to be considered for a position.

**APPLICATIONS MUST BE COMPLETED IN FULL TO BE CONSIDERED
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

PLEASE PRINT

Position Applying For	Location of Position	Applying for (check only one) <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Seasonal
Last Name	First Name	Middle Name
Street Address		
City	State	Zip Code
Social Security Number	Home Telephone	Additional Contact Number
Email Address		

**Chicago Park District • 541 N. Fairbanks Court • Chicago, Illinois 60611 • (312) 742-PLAY
www.chicagoparkdistrict.com**

The Chicago Park District is an Equal Opportunity Employer

