



# APPLICATION FOR EMPLOYMENT

Lena Community Park District  
609 N. Schuyler St., Lena IL 61048    lenaparkdistrict.org

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Age as of 5/1/24: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Please place a 1, 2 and 3 next to the positions for which you are interested in:

\_\_\_\_\_ Snack Shop Staff      \_\_\_\_\_ Snack Shop Cook (must be 18 or older)      \_\_\_\_\_ Mini Golf Staff  
 \_\_\_\_\_ Pool Cashier      \_\_\_\_\_ Lifeguard/Swim Instructor (certification required, please attach copy)  
 \_\_\_\_\_ Maintenance/Grounds      \_\_\_\_\_ Recreation Programs      \_\_\_\_\_ Park Office Staff

*Job descriptions can be found online at lenaparkdistrict.org.*

Are you planning on working a second job if employed by the LCPD?: \_\_\_\_\_

How many hours per week will you be available to work?: \_\_\_\_\_

Have you worked for the Park District in the past? If so, please list years and positions held:

\_\_\_\_\_

## Previous Work Experience

Name & Address of Employer: \_\_\_\_\_

Position & Dates: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

## References (other than relatives; please ask for permission before using an individual as a reference)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*(continued on reverse side)*

Describe any specific skills or strengths you have:

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

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

Guardian Signature (if under the age of 16): \_\_\_\_\_ Date: \_\_\_\_\_

*(by signing, you verify that the information above is true and verifiable)*



**The LCPD is open 7 days/week, with the exception of the winter months. LCPD employees sometimes work weekends. If you will need time off between March & September, please write those dates below.**

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION REIMBURSEMENT POLICY FOR THE 2024 SEASON - LIFEGUARDS**

Applicants/employees who gain an American Red Cross certification to work as a Lifeguard or Water Safety Instructor, work a minimum of 240 hours during the 2024 season, submit a copy of the certificate and receipt will be reimbursed 50% of the certification cost. Reimbursement checks will be included with the final paycheck of the season.

We recommend looking at the Monroe and Freeport YMCAs or local colleges for certification offerings. For questions regarding certifications, contact Sue Myers, Splash Land Manager, at splashland@lenaparkdistrict.org.

**EQUAL EMPLOYMENT POLICY**

We welcome you as an applicant for employment with the Lena Park District. Your application will be reviewed on the basis of merit. Under all applicable laws, employers are prohibited from discriminating on the basis of race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, sexual orientation, pregnancy, military status, unfavorable discharge from military service, physical or mental disability unrelated to a person’s ability to perform the essential functions of the job.

**FOR DEPARTMENTAL USE ONLY**

INTERVIEWED    \_\_\_\_ YES    \_\_\_\_ NO

INTERVIEWED BY \_\_\_\_\_ TITLE \_\_\_\_\_

INTERVIEW DATE \_\_\_\_\_

RE-HIRED    \_\_\_\_ YES    \_\_\_\_ NO                  NEW HIRE    \_\_\_\_ YES    \_\_\_\_ NO

POSITION \_\_\_\_\_

STARTING SALARY/WAGE \_\_\_\_\_ START DATE: \_\_\_\_\_

APPROVED \_\_\_\_\_