APPLICATION FOR EMPLOYMENT

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

Name: _____ Date of Birth: _____

Address: _____ Age as of 5/1/26: _____

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)

RETURNING STAFF: APPLICATIONS DUE BY MARCH 1, 2026.

NEW APPLICANTS: APPLICATIONS DUE BY MARCH 27, 2026.

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.

_____

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CERTIFICATION REIMBURSEMENT POLICY FOR THE 2026 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 2026 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 _____