



12521 S. Kostner Ave.  
Alsip, IL 60803  
Phone: 708-389-9423  
Fax: 708-389-6458  
www.SWSRA.org

## APPLICATION FOR EMPLOYMENT

SOUTH WEST SPECIAL RECREATION ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with South West Special Recreation Association 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, pregnancy or related medical conditions or any other legally protected status. THOSE APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE BUSINESS MANAGER.

### PERSONAL DATA

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Name (Last, First, Middle) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Email Address \_\_\_\_\_

Driver's License # \_\_\_\_\_

Have you submitted an application here before?  Yes  No

Have you ever been employed with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your **present** employer?  Yes  No  
Note: We reserve the right to contact all **past** employers as part of our reference checks.

If employed, can you provide proof of authorization to work in the U.S.?  Yes  No

Position(s) applying for: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Referred by  Ad  Friend  Relative  Agency  Other

Available for: \_\_\_\_\_ Seasonal Employment \_\_\_\_\_ Part-Time Employment \_\_\_\_\_ Full-Time Employment

Will you be able to meet the attendance requirements of the position?  Yes  No

### SPECIAL SKILLS

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1. Summarize any special skills, qualifications or certifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

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

2. List any experiences working with individuals with special needs:

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

3. Do you have experience driving an oversized vehicle, such as a 15-passenger van?  Yes  No



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## EDUCATION RECORD

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**High School** Did you graduate?  Yes  No

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### College/University

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Degrees or Diplomas Years attended 1 2 3 4

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### Trade or Technical Training

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Degrees or Diplomas

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### Graduate School

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Degrees or Diplomas Years Attended 1 2 3 4

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## EMPLOYMENT HISTORY

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Begin with most recent employer. Attach additional sheet if needed.

**1. Employer** Dates of Employment

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Address

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Phone (     ) Supervisor's Name

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Title/Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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**2. Employer** Dates of Employment

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Address

---

Phone (     ) Supervisor's Name

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Title/Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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**3. Employer** Dates of Employment

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Address

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Phone (     ) Supervisor's Name

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Title/Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT REFERENCES**

Please list the name, their relationship to you, phone number and email of two (2) professional references and one (1) personal reference that we may contact.

1. Name	Relationship
Phone Number	Email
2. Name	Relationship
Phone Number	Email
3. Name	Relationship
Phone Number	Email

**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 SOUTH WEST SPECIAL RECREATION ASSOCIATION THAT 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 SOUTH WEST SPECIAL RECREATION ASSOCIATION'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 ANYTIME, AT EITHER MY OR SOUTH WEST SPECIAL RECREATION ASSOCIATION'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 SOUTH WEST SPECIAL RECREATION ASSOCIATION.

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 South West Special Recreation Association requires criminal background checks for all applicants for all positions who are given a conditional offer of employment, including the position for which you have applied. Convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job. Applicants are not obligated to disclose sealed or expunged records of conviction. Further, South West Special Recreation Association complies with all aspects of the Illinois Human Rights Act and other applicable laws regarding, for instance, requirements for pre-adverse action notices, adverse action notices and interactive discussions to determine the relevance of convictions to the job position.

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.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**