



1770 West Centennial Place
Addison, Illinois 60101
(630) 620-4500

Application For Employment

Prospective applicants will be considered without discrimination because of race, religion, color, age, sex, sexual orientation, national origin, ancestry, disability, arrest record, marital or veteran status or any other legally protected status.

* This form has been prepared to comply with state and federal fair employment practice laws *

Last Name	First	Middle Initial	
Street Address	City	State	Zip
Telephone Number-Home	Telephone Number-Work	Social Security Number	
Driver's License Number	State		

If you are under the age of 18, please provide birth date: _____

How long have you lived at your current address? _____ years _____ months

Have you ever been known by any other name(s)? _____

Previous Name(s)

Did you serve in the U.S. Armed Forces? _____ Yes _____ No

If yes, in what branch? _____

Have you previously work for NEDSRA? _____ Yes _____ No

If yes, list dates worked and salary: _____

State specific type of work for which you are now applying: _____

Are you able to perform all job-related functions as described on the job description of the position(s) for which you are applying? _____

Preference: Full-Time _____ Part-Time _____ Summer Day Camp _____ Min. Hrs. Acceptable/wk _____

Dates when available: Starting _____ Ending _____

List any prior commitments that could possible interfere with your employment at NEDSRA: _____

If employed by us, how long would you plan to continue working? (*part-time position only*) _____

Education Circle years completed	High School 9 10 11 12	College/Univ. 1 2 3 4	Graduate Studies 1 2 3 4
Degree, course of study			

Employment (List most recent position first)

Starting date:	Employer	Job Title
	Address	Supervisor's Name and Title
	Telephone Number	Hourly Rate/Salary Start: Final:
Leaving Date:	Work Performed	Reason for Leaving
Starting date:	Employer	Job Title
	Address	Supervisor's Name and Title
	Telephone Number	Hourly Rate/Salary Start: Final:
Leaving Date:	Work Performed	Reason for Leaving

May we contact employers listed above? Yes No

If no, please indicate which ones we may **not** contact: _____

Character Reference: Give three references, not related to you, who have knowledge of your character, personality, scholarship and general ability. High school and college students should include a school faculty member as a reference.

Name	Present Position	Address	Phone Number

Times available for work: (Part-time positions, please check all that apply)

	SUN	MON	TUE	WED	THUR	FRI	SAT
6 a.m.- Noon							
Noon- 6 p.m.							
6 p.m.- 12 a.m.							

Recreation Positions

Why are you applying for recreation work for the disabled and why do you feel qualified for this type of work?

Indicate previous recreation experience, participation of leadership, in extra curricula, scholastic, inter-scholastic and similar activities, i.e., school clubs, sports, councils and any special honors or awards.

List special hobbies and/or interests:

List certificates/special training (i.e., CPR, First Aid, Water Safety Instruction, Adapted Aquatics), include expiration.

If the position you are applying for requires a valid driver's license, do you have one? Yes No Class

Do you have a current CDL driver's license? Yes No

Do you have access to private or public transportation to the position you are applying for? Yes No

Are you legally 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 felony or misdemeanor other than minor traffic violations? Yes No

(A positive answer will not necessarily disqualify you.)

(Drunk, reckless or hit-and-run driving are not minor driving violations. Such convictions may be relevant if job related, but does not disqualify applicant from employment.)

Emergency Contact: _____

Name				Phone-Home	Phone-Work	Relationship
Instructor	Special	Interests				
Officiating	Experience(s)	Training	& Hobbies	For the activity skills listed to the left, please check the appropriate boxes that fairly represent your level of past experience/expertise.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S.O. Sports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Softball/Baseball
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basketball
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tennis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arts/Crafts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drama or Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Adventure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Day Camps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Canoeing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sports (Team)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Senior Citizens
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preschool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Science
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other

Please indicate the disability groups with which you have exposure or previous experience:

- Learning Disabled
- Behavior Disordered
- Autistic
- Severe & Profound
- Physically Disabled
- Educable Mentally Disabled
- Mentally Disabled Adults
- Preschool, 0-3, 3-6 (Early Childhood)
- Deaf and Hard of Hearing
- Visually Impaired

Applicant's Statement:

I certify that answers given herein are true and complete to the best of my belief and knowledge.

I authorize investigation of all statements contained in this application of employment as may be necessary in arriving at an employment decision.

Any and all information concerning my previous employment and pertinent information may be given, both personal and otherwise, and I release all parties from liability for any damage that may result from furnishing same to NEDSRA.

I understand that this application and/or any offer of employment which I may receive from NEDSRA does not, and is not intended to, create a contract of employment or any contractual rights in favor of NEDSRA or me beyond those existing in an "at will" employment relationship. I understand that any employment relationship which may arise between NEDSRA and me will be an "at will relationship," which means that NEDSRA reserves the right to change, modify, suspend, revoke or terminate any employment at any time, with or without reason and with or without notice.

I recognize that any offer of employment I receive from NEDSRA is contingent upon my satisfactory completion of any post-job offer pre-employment physical examination that NEDSRA may require. I understand that if this examination discloses medical conditions that prevent me from satisfactorily performing the essential functions of the job, NEDSRA will attempt to make reasonable accommodations to allow me to work in that position. If no reasonable accommodations can be found, or if they cause NEDSRA undue hardship, or if I pose a direct threat of significant harm to other employees or myself that cannot be eliminated or reduced by reasonable accommodation, I acknowledge and agree that the contingent offer of employment may be withdrawn. I further consent to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and to submit to medical examinations which NEDSRA may require from time to time. I recognize and agree that NEDSRA will be given medical records from its examining doctors concerning the results of any such testing or examinations. If I am asked to take a written or physical agility test as part of the pre-employment screening process and I require a reasonable accommodation in the testing process, I will inform NEDSRA as soon as I am informed of the testing requirement.

I hereby understand and acknowledge that an offer of employment is contingent upon my ability to satisfy the applicable requirements of the Immigration Reform and Control Act of 1986.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of NEDSRA.

Signature of Applicant

Date

(This application is valid for one year from date signed. To be considered for future employment opportunities after one year of signing, a new application will be required.)

NEDSRA Use Only

Arrange Interview: Yes Date: _____ Time: _____

No Remarks _____

Follow-up Date: _____

Interviewer: _____

Remarks: _____

Reference Checks: Yes No

Comments: _____

Criminal Background Check Results: _____

Policy Statement

Pre-employment Background Check

In an effort to provide a safe environment for NEDSRA's participants and employees, the Association will conduct pre-employment background checks, allowed under Illinois Statute P.A. 85-992. The law allows an employer to obtain conviction records maintained by the Illinois Department of State Police. If the sensitivity of the position justifies, applicants may be requested to execute a release, allowing NEDSRA to conduct a background investigation. An answer of "yes" to an employment application question regarding criminal conviction shall not automatically disqualify the applicant from consideration and shall be considered in relation to specific job requirements. Any information obtained through this policy shall be kept in the strictest of confidence.

Due to the sensitive nature of the job, applicants for the following positions will be required to submit to a pre-employment background check:

- Full-time employees who handle large amounts of cash/checks (State Police)
- Full-time employees who work with children or in sensitive situations (DCFS and State Police)
- Part-time lead program staff and integration assistants (DCFS and State Police)
- Part-time van drivers (DCFS and State Police)
- Day camp staff (DCFS and State Police)
- Staff/volunteers and student interns supervising participants changing clothes, who work with children, or in sensitive situations. (DCFS and State Police)

Background Check Procedure

During the application/interviewing process, each applicant will be asked to fill out and sign the section on Form ISP6-405B (8/90) designated "Subject Information." If the interviewer has indicated a desire/interest in hiring the applicant to work in a sensitive position (i.e., lead program staff, day camp, swim program, van driver or overnight camping), this form will be forwarded to the Safety Coordinator for processing. The interviewer should not make a final decision until the results of the inquiry are known.

Applicants interviewing to work in general weekly programs or special events not requiring supervision of participants in locker room or toileting situations, can be hired and begin work before the background check is completed. Once these individuals demonstrate a desire to work for NEDSRA on a regular basis (i.e., complete two program seasons or desire to work in a sensitive position), Form ISP6-405B, which they signed during the interviewing process, will be forwarded to the Safety Coordinator for processing.

Results of the inquiry will be directed to the Executive Director, who will share the results with only those staff members he feels need to know.

If the inquiry produces a negative result (no record of convictions), the applicant can be hired. If the inquiry produces a positive result, the applicant will be given the opportunity to explain the record. The staff will be notified of the situation by the Executive Director, and together they will determine whether or not to employ the individual. If the applicant falsifies the application or gives false information during the interview concerning a criminal conviction record, he/she will automatically be dropped from consideration for employment.