**CITY OF MATTOON**

EMPLOYMENT APPLICATION – PART TIME

**PARKS DEPARTMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, veteran status, or any other protected status.

The City of Mattoon does not discriminate on the basis of disability and has met all guidelines of the American Disabilities Act (ADA) of 1990.

NAME IN FULL

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Are you prevented from lawfully becoming employed in this country because of Visa or

Immigration status? YES \_ \_ N

\_\_

O\_\_\_

*(Proof of citizenship or immigration status will be required upon employment.)*

If you are under 18 years of age, can you provide required proof of your eligibility to work?  YES \_ NO

\_\_\_

\_\_\_

Are you currently employed, other than with the City of Mattoon? \_ YES \_  NO

\_\_

\_\_

If so, where? FULL-TIME \_ PART-TIME \_

\_\_\_

\_\_\_\_

EDUCATION: ELEMENTARY: HIGH COLLEGE

Years Years Years

## Date available:

Position Desired: Department:

Do you have a valid Driver’s License? \_ \_ Yes \_ No If yes: state issued

\_\_\_

\_\_\_\_

Number

List three references not related to you:

Name Phone Number Business

1.

2.

3.

To the best of my knowledge, the above application is true and correct.

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

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 the employer:

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

Signature of Applicant

**City of Mattoon is an Equal Opportunity Employer & has a Drug Free Workplace**

Application can be submitted:

* parks@mattoonillinois.org
* Put in the grey drop box located in the City Hall parking lot north side
* Mail to:

City of Mattoon, 208 N 19th Street, Mattoon, Il 61938

Attention: Mickey Gartlan