

# Employment Application

Winter Club of Lake Forest  
 956 N. Sheridan Rd.  
 Lake Forest, IL 60045  
 (847) 234-0030  
 FAX (847) 615-8905

## INSTRUCTIONS

Print clearly in ink or type answers  
 Check applicable squares  
 Answer **ALL** questions  
 Attach additional sheets if necessary

*An equal opportunity employer*

PERSONAL DATA			
NAME (Last, First, Middle Initial)	Have you ever served in the Armed Forces? Yes _____ No _____ Branch of service?		
ADDRESS (number & street)	When would you be available to start work?		
CITY, STATE, ZIP	Will you accept: Seasonal work? Yes___ No ___ Part-time work? Yes___ No ___ Full-time work? Yes___ No ___		
Telephone Home ( ) _____ - _____ Cell ( ) _____ - _____ Email	Do you have an Illinois driver's license or the ability to obtain one?  Yes ___ No ___ Ability _____ Driver's License # /State of Issue:		
Are you over 16 years of age? Yes _____ No _____	Position you are applying for? Check all that apply. ____ Café ____ Maintenance ____ Pool Lifeguard ____ Ice Rink Guard Other _____		
Do you have the legal right to work in the U.S.? Yes ___ No _____			
REFERENCES			
List three persons who are not related to you and <i>who would have knowledge of your qualifications for the position for which you are applying, such as former co-workers, teachers, etc.</i> Do not repeat names of supervisors listed under EXPERIENCE.			
Name	Business or Home Address	Phone	How Long Known
TRAINING			
List other training, special qualifications and skills (i.e. special courses, work training programs, licenses, machine skills, organization memberships, typing or shorthand speed, etc.)			

**EDUCATION**

Circle the highest grade completed:    1    2    3    4    5    6    7    8    9    10    11    12

High School, Colleges, Trade Schools, etc., Attended	Address	Major	Degree/Certificate Received Type

**EXPERIENCE**

Start with your present or last job and work back. Include paid and unpaid, full, part-time, military, summer jobs, etc. Attach additional sheets if necessary. **(Addresses must be complete.)**

**May we contact your present employer? Yes \_\_\_ No \_\_\_**

**Note: We may contact any other previous supervisors to verify your description of past duties.**

Starting date	Ending date	Name & address of present or last employer	
Starting salary	Ending salary	Name, title & phone # of immediate supervisor	Reason for leaving

Description of duties and responsibilities:

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**DISMISSALS AND/OR FORCED RESIGNATIONS:** Have you ever been dismissed from any position? \_\_\_\_\_  
Have you ever been forced to resign from any position? \_\_\_\_\_ (If answer is YES to either or both of these questions give complete details in the space below.)

**CRIMINAL CONVICTIONS:** Have you ever been convicted of a non-juvenile offense? \_\_\_\_\_ (IF YES, please describe the conviction, including the nature of the offense, the state, the location, and rehabilitation since the conviction, in the space below. A conviction will not automatically exclude you from employment consideration. Factors such as the number of circumstances of the offense(s), and rehabilitation will be considered.) Applicants should not provide information relating to arrests or convictions that have been expunged or sealed.

**PLEASE INDICATE SOURCE FROM WHICH YOU LEARNED OF THIS POSITION:** \_\_\_\_\_

**USE THIS SPACE FOR THE ABOVE QUESTIONS**

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*By my signature below, I certify the information I provided on this application is true and correct to the best of my knowledge.*

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**Print Name**

**Signature**

**Date**