

# APPLICATION FOR EMPLOYMENT



Please return the completed application and two references and/or letters of recommendation to [info@nazrec.com](mailto:info@nazrec.com) or to the NazRec Office.

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

List all positions you are applying for: \_\_\_\_\_

Do you meet the minimum age requirement(s) of the position(s) you are applying for?  YES  NO  
*Please Note: 14 – 15 year olds must be able to provide valid IDOL Employment Certificate.*

Please review the job description(s) for the position(s) you are applying for (posted on nazrec.com). Can you perform the essential functions of the position(s) with or without reasonable accommodations?  YES  NO

## EDUCATIONAL INFORMATION

High School Name & Location: \_\_\_\_\_ Degree Obtained: \_\_\_\_\_ Years Completed: 1 2 3 4  
Graduated:  YES  NO

College or Business/Trade School Name & Location: \_\_\_\_\_ Degree/Certificate Obtained: \_\_\_\_\_ Years Completed: 1 2 3 4  
Graduated:  YES  NO Major/Course of Study: \_\_\_\_\_

College or Business/Trade School Name & Location: \_\_\_\_\_ Degree/Certificate Obtained: \_\_\_\_\_ Years Completed: 1 2 3 4  
Graduated:  YES  NO Major/Course of Study: \_\_\_\_\_

## ACCOMPLISHMENTS (Honors, Awards, Certifications, Volunteer Work, Etc.)

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

## ABOUT YOU

Nazarene Recreation encompasses a wide range of interest areas. Please indicate any area in which you have interest, expertise, and/or experience, and your background/experience in these areas:

Public Events: \_\_\_\_\_

Youth Sports: \_\_\_\_\_

Arts & Crafts: \_\_\_\_\_

Day Camps: \_\_\_\_\_

Office Work: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list all work experience beginning with your most recent job held.

We require a total of two references, letters of recommendation, or a combination thereof. If you have past employment references, you can list the contact information below. If you would like to submit letters of recommendation, we will accept emails, letters, and/or the completed *Letter of Recommendation* forms (which can be found on our webpage).

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact this employer for work reference? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

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

Describe your duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact this employer for work reference? \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

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

Describe your duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

**BACKGROUND**

An arrest or conviction record does not automatically disqualify a candidate from employment; each person is evaluated based upon individual circumstances.

Nazarene Recreation positions require working closely with children. Have you ever been investigated, arrested, or convicted of child abuse, neglect, or related charges?  YES  NO If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of drug or alcohol charges?  YES  NO If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of any other criminal activity?  YES  NO If yes, explain: \_\_\_\_\_

\_\_\_\_\_

I affirm that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment may be terminated.

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

Nazarene Recreation is an AT WILL employer, which means that either party, the employee or employer, can terminate the employment at any time, with or without notice and with or without cause.

**EMPLOYMENT APPLICATION: LETTER OF RECOMMENDATION**



Nazarene Recreation  
12725 Bell Road, Lemont, IL 60439  
Phone: 708.349.0460  
Fax: 630.257.8994  
[www.nazrec.com](http://www.nazrec.com)

This letter is in reference to \_\_\_\_\_, applicant for employment as \_\_\_\_\_  
\_\_\_\_\_ with Nazarene Recreation.

Nazarene Recreation summer applicants are required to submit two employment references or letters of recommendation with their application for employment. We appreciate your thoughtful consideration in assisting the applicant with the completion of this requirement.

How long have you known the applicant? \_\_\_\_\_

Describe your association/relationship with the applicant: (co-worker, relative, teacher, coach, employer, etc.) \_\_\_\_\_

Please share one or two of the applicant's strongest qualities or skills that you think will support them in the position they are applying for:

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Can you describe a time when the applicant exhibited good work ethic or an ability to work well in a team?

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Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Email Address: \_\_\_\_\_