



# JOB APPLICATION

Park Lanes, Inc  
5318 N 2nd St, Loves Park, Illinois 61111  
(815) 877-6051



Park Lanes, Inc is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

## **Applicant Information**

**Applicant Name:** \_\_\_\_\_

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

**City, State and Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

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

**Date of Application:** \_\_\_\_\_

## **Employment Position**

**Position(s) applying for:** \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

What hours or shift are you available for work? \_\_\_\_\_

If needed, are you available to work overtime? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

## **Personal Information**

Have you ever applied to or worked for Park Lanes, Inc before? Yes No

If yes, when? \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Park Lanes, Inc Yes No

If yes, state name & relationship: \_\_\_\_\_

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

*Park Lanes, Inc. complies with the Americans with Disabilities Act and provides reasonable accommodations to qualified individuals. If you require accommodation during the application or interview process, please contact a company representative.*

Have you ever been convicted of a crime?

(A conviction does not automatically disqualify you from employment.)

Yes

No

If yes, you may voluntarily provide the nature of the offense, date, location, and outcome.

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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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(Note: Park Lanes, Inc complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. )

**Education and Training**

**High School**

Name	Location (City, State)	Year Graduated	Degree Earned

**College/University**

Name	Location (City, State)	Year Graduated	Degree Earned

**Vocational School/Specialized Training**

Name	Location (City, State)	Year Graduated	Degree Earned

Park Lanes, Inc. values the skills and experiences of military veterans. The following questions are optional and intended to help us understand how your background may align with the position.

**Military:**

Are you a member of the Armed Services? \_\_\_\_\_

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

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**Previous Employment**

**Employer Name:**

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

**Employer Name:**

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

**Employer Name:**

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

**References**

Please provide 3 personal and/or professional reference(s) below:

Reference	Contact Information

**Additional Information:**

Are you willing to work Nights & Weekends? Yes      No

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Are you willing to work Holidays? Yes      No

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Do you have a Food Handlers Certificate? Yes      No

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Do you have a Basset Card? Yes      No

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**AT-WILL EMPLOYMENT**

The relationship between you and Park Lanes, Inc is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Park Lanes, Inc. No representative of Park Lanes, Inc has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant  
Signature:

\_\_\_\_\_

Dated:

\_\_\_\_\_