

# Celtic Soccer Referees

## Procedures for Park District Employees

- Park District Online Application Process
  - Go to Palatine Park District website at <http://palatineparks.org>
  - Select Jobs/Job Opportunities, Scroll down to Seasonal Opportunities
- Pick up Enrollment Packet from Community Center Administrative Office located on the 2<sup>nd</sup> floor.
  - Office Hours are Monday – Friday from 8:30 – 4:30 or Contact Jessie Hankner, Payroll Specialist by email [jhankner@palatineparks.org](mailto:jhankner@palatineparks.org) to make arrangements for paperwork pick up.
  - Enrollment Packet must be completed entirely prior to working. Will also need to submit documentation for Employment Eligibility (#5 on checklist)
- Complete Background Check Screening (ALL Employees regardless of age)
  - On the Park District website, under jobs you will click on the green (Background Screening Application) link
  - If you have any problems contact Phil Riskin, HR Coordinator at 847-496-6256
- Work Permit (Ages 14 and 15)
  - Employees 14 and 15 years of age must obtain a valid work permit from their school prior to beginning work.
  - To begin process, you will need to get from Park District
    - Letter of Intent
    - Procedures for Obtaining Work Permit
  - Once completed, you will provide Park District with School Issued Work Permit along with completed Enrollment Packet and supporting documents

If you have questions or to schedule an appointment, please contact Jessie Hankner, Payroll Specialist at [jhankner@palatineparks.org](mailto:jhankner@palatineparks.org) or 847-496-6231.