

# VILLAGE OF SKOKIE

## APPLICATION FOR SEASONAL EMPLOYMENT

DATE: \_\_\_\_\_

### PERSONAL DATA

NAME: \_\_\_\_\_  
                    LAST                      FIRST                      MIDDLE

HOME ADDRESS: \_\_\_\_\_  
                    NUMBER AND STREET                      CITY                      STATE                      COUNTY                      ZIP CODE

HOME TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ SCHOOL TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

WHEN WILL YOU BE AVAILABLE FOR EMPLOYMENT? FROM \_\_\_\_\_ (mo/day) THRU \_\_\_\_\_ (mo/day)

**PER VILLAGE POLICY APPLICANTS MUST BE AT LEAST 18 YEARS OF AGE.**

ARE YOU 18 YEARS OF AGE OR OLDER?                       Yes                       No

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.?                       Yes                       No  
(PROOF THAT YOU ARE AUTHORIZED TO WORK IN THE UNITED STATES WILL BE REQUIRED UPON EMPLOYMENT.)

HAVE YOU BEEN CONVICTED OF A FELONY?                       Yes                       No

(SUCH CONVICTION WILL NOT AUTOMATICALLY BAR YOU FROM EMPLOYMENT.)

IF YES, PLEASE EXPLAIN:

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THE MAJORITY OF THE SEASONAL JOBS REQUIRE SOME DRIVING, PLEASE PROVIDE THE FOLLOWING:

DRIVER'S LICENSE #: \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

PLEASE LIST ALL TRAFFIC VIOLATIONS OR TICKETS YOU HAD IN THE PAST FIVE YEARS, AS WELL AS ANY DRIVER'S LICENSE SUSPENSIONS OR REVOCATIONS.

DATE	LOCATION	VIOLATION	DISPOSITION

## EDUCATIONAL RECORD

SEASONAL EMPLOYMENT WITH THE VILLAGE OF SKOKIE IS OFFERED TO APPLICANTS WHO ARE ENROLLED AS A FULL-TIME STUDENT IN COLLEGE FOR THE UPCOMING FALL TERM. PROOF OF ENROLLMENT MUST BE PROVIDED. PLEASE ATTACH VERIFICATION OF FULL-TIME STUDENT STATUS, FOR EXAMPLE: FALL CLASS SCHEDULE; TRANSCRIPT OF MOST RECENT COLLEGE SEMESTER; LETTER OF ACCEPTANCE FROM SCHOOL, ETC.

NAME & LOCATION OF HIGH SCHOOL: \_\_\_\_\_

WHEN DID/WILL YOU GRADUATE? \_\_\_\_\_

NAME & LOCATION OF COLLEGE OR UNIVERSITY YOU ARE CURRENTLY OR WILL BE ATTENDING:  
\_\_\_\_\_

AREA OF STUDY \_\_\_\_\_ NUMBER OF CREDITS CURRENTLY ENROLLED \_\_\_\_\_

BELOW IS A BRIEF DESCRIPTION OF THE SEASONAL WORK OFFERED. PLEASE CHECK THE AREA(S) YOU WOULD BE INTERESTED IN.

\_\_\_\_\_ **PUBLIC WORKS**

Job duties may include: Assisting on refuse trucks collecting garbage; litter control; landscape maintenance; tree trimming and removal; asphalt streets maintenance; weed control; installing temporary street sweeping signs; building maintenance projects; reading water meters; inlet cleaning, catch basin cleaning, sewer cleaning and other tasks as assigned.

\_\_\_\_\_ **ENGINEERING**

Job duties may include: Traffic counts; painting curbs and sign posts; washing street lamp refractors; re-lamping street lights; installation of traffic signs; trimming hedges that cause obstructions; taking measurements for quantities and other tasks as assigned.

\_\_\_\_\_ **FIRE**

Job duties may include: Checking fire hydrant operations, performing required flushing and related computer data entry.

\_\_\_\_\_ **FINANCE**

Job duties may include: Selling vehicle stickers and pet licenses.

\_\_\_\_\_ **HEALTH**

Job duties may include: Investigation of weed complaints (indoor and outdoor work).

\_\_\_\_\_ **OTHER**

PLEASE LIST ANY WORK EXPERIENCE THAT MAY BE RELEVANT TO THE JOB THAT YOU ARE APPLYING FOR (e.g., OUTDOOR WORK, OFFICE WORK AT SCHOOL, ETC.)

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## EMPLOYMENT HISTORY

List your last employers starting with the most recent. Explain any gaps in employment in comments section below.

Employer: _____ Address: _____ City and State: _____ Telephone: _____ Supervisor: _____ Job Title: _____ Work Performed: _____	Dates Employed: From: _____ To: _____ Annual Salary: \$ _____ Reason for Leaving: _____ _____ May we contact? _____
Employer: _____ Address: _____ City and State: _____ Telephone: _____ Supervisor: _____ Job Title: _____ Work Performed: _____	Dates Employed: From: _____ To: _____ Annual Salary: \$ _____ Reason for Leaving: _____ _____ May we contact? _____
Employer: _____ Address: _____ City and State: _____ Telephone: _____ Supervisor: _____ Job Title: _____ Work Performed: _____	Dates Employed: From: _____ To: _____ Annual Salary: \$ _____ Reason for Leaving: _____ _____ May we contact? _____

Please explain any periods of non-employment:

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## REFERENCES

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List name and telephone number of at least three references who are not related to you.

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NAME	TELEPHONE NUMBER	YEARS KNOWN
	(    )	
	(    )	
	(    )	
	(    )	

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION OF ANY FACTS, AS STATED OR IMPLIED, GIVEN IN MY APPLICATION, INTERVIEW(S), OR OTHER EMPLOYMENT FORMS WILL BE SUFFICIENT REASON NOT TO HIRE ME AND SHALL BE GROUNDS FOR IMMEDIATE DISCHARGE IF I AM HIRED. I FURTHER UNDERSTAND THAT THIS APPLICATION IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS IN THIS APPLICATION AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I HEREBY RELEASE FROM LIABILITY THE VILLAGE OF SKOKIE AND ITS REPRESENTATIVES FOR SEEKING, GATHERING, OR USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS, OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I ALSO UNDERSTAND THAT, IF HIRED, I AM REQUIRED TO ABIDE BY ALL RULES, ORDINANCES AND REGULATIONS OF THE VILLAGE OF SKOKIE. THE VILLAGE POLICIES AND PROCEDURES RELATING TO CONDITIONS OF EMPLOYMENT ARE SUBJECT TO MODIFICATION BY THE VILLAGE WITHOUT NOTICE.

***NOTE: ALL APPLICANTS WILL BE REQUIRED TO UNDERGO AND PASS A PRE-EMPLOYMENT DRUG SCREENING PRIOR TO BEGINNING EMPLOYMENT.***

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(SIGNATURE OF APPLICANT)

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(DATE)