

# VILLAGE OF SKOKIE APPLICATION FOR SUMMER EMPLOYMENT

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

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

HOME PHONE: ( \_\_\_\_ ) \_\_\_\_\_ CELL PHONE: ( \_\_\_\_ ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

Have you previously been employed by the Village of Skokie:  Yes  No

If yes, list dates and department(s): \_\_\_\_\_  
 \_\_\_\_\_

Are you a citizen or an alien authorized by the U.S. Citizenship and Immigration Services to work in the United States?  Yes  No

Have you ever been convicted of a felony?  Yes  No

(Such conviction will not automatically bar you from employment.)

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The majority of summer positions require some driving. Please provide the following:

Driver's License#: \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

**- AN EQUAL OPPORTUNITY EMPLOYER -**

**EDUCATIONAL RECORD**

School	Name and Address	Course of Study	Last Year Completed	Did You Graduate?	Diploma or Degree
High School			1 2 3 4	Yes No	
College			1 2 3 4	Yes No	
Graduate Work			1 2 3 4	Yes No	
Other (Specify)			1 2 3 4	Yes No	

BELOW IS A BRIEF DESCRIPTION OF THE SUMMER EMPLOYMENT OPPORTUNITIES.  
PLEASE CHECK DEPARTMENT(S) THAT YOU ARE INTERESTED IN WORKING.

**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; 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, related computer data entry and other tasks as assigned.

**FINANCE**

Job duties may include; selling vehicle stickers and pet licenses; accepting payments for parking tickets and water bills.

**COMMUNITY DEVELOPMENT**

Job duties may include; weed, litter, property standards sign re-inspections; Certificate of Occupancy data entry and other office work.

Please list any work experience that may be relevant to the position that you are applying for (e.g., outdoor work, office work, etc.)

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## EMPLOYMENT HISTORY

With most recent job first, list all jobs you have previously held. Attach a second sheet if necessary.

Employer: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Performed:

Reason for Leaving: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ May we contact? \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Performed:

Reason for Leaving: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ May we contact? \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Work Performed:

Reason for Leaving: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_ May we contact? \_\_\_\_\_

Please explain any gaps/periods of non-employment:

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

**REFERENCES**

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List name and telephone number of at least three references excluding relatives and direct supervisors.

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Name/Relationship	Telephone	Years Known

**IMPORTANT**

**PLEASE READ THE FOLLOWING CAREFULLY**

I certify that all information provided by me on this Application is true and complete to the best of my knowledge, and that I have not withheld any information that would, if disclosed, affect this application unfavorably. I understand that if I have provided any false, misleading or incomplete information in this application I may be denied employment or terminated from employment with the Village at any time, including after any period of probation, regardless of when the Village discovers my false, misleading or incomplete statement.

I specifically consent to the disclosure of information which may be covered by a settlement agreement or other "confidentiality" provision entered into with my former employers, and I waive my rights to enforce any such prior confidentiality agreement against my former employer with regard to this disclosure. I agree to waive any claim or action in law or equity and release from any claim of liability by me whatsoever, against the Village of Skokie, its officers, agents and employees and any of the persons or entities listed by me on this application and their officers, agents and employees arising from the investigation, verification, providing or use of information authorized or requested pursuant to my application for employment with the Village.

I understand that I may be required as a condition of employment to submit to a pre-employment drug and/or alcohol test, physical examination (depending on position sought) and/or a job-related ability test(s), and I hereby consent to such tests as may be required to make a decision on my employment. I understand that this application is not, nor is it intended to be, a contract of employment. I understand that unless specifically provided by written agreement authorized and signed at the direction of the Village Board, my employment with the Village is at-will, meaning that either I or the Village can terminate employment at any time for any reason. If hired, I agree to abide by all applicable Village rules and regulations which are subject to modification by the Village.

I hereby acknowledge that I have read the above Certification and Authorization and fully understand it prior to affixing my signature below.

By checking this box it acts as my signature; I acknowledge all the information contained herein is true and accurate to the best of my knowledge.

**NOTE: ALL APPLICANTS WILL BE REQUIRED TO PASS A POST OFFER DRUG SCREENING PRIOR TO BEGINNING EMPLOYMENT.**

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(SIGNATURE OF APPLICANT)

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(DATE)