

SUMMER EMPLOYMENT OPPORTUNITIES

The Village of Skokie is now accepting applications for Summer Employment. Applicants must be at least 18 years of age and have a H.S. Diploma or G.E.D. Some positions require a valid Driver's License.

Positions are available in Community Development, Finance, Fire, and Public Works. Most positions involve manual labor, however there are a few positions that involve primarily clerical duties.

Starting hourly wage is \$13.43. Please submit a completed Application for Summer Employment to the Personnel Office or email to human.resources@skokie.org. The application is included with this announcement, or at the Personnel Office, Skokie Village Hall, 5127 Oakton Street.

All applicants are required to undergo a drug screening prior to employment.

The Village of Skokie is an Equal Opportunity Employer

**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.)

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

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

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.

(SIGNATURE OF APPLICANT)

(DATE)