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## EMPLOYMENT APPLICATION (Non-Police)

PERSONAL					
Name:					
Address:					
Email:			Phone:		
Are you legally eligible for employment in the USA? <small>(If yes, verification will be required)</small>			Are you of the legal age to work?		
Position(s) applied for:					
Where you previously employed by us?			If yes, when?		
How did you learn about this position?					
Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage)					
EDUCATION					
School	Name and Address of School	Course of Study	Last Year Completed	Did you Graduate	Degree
Elementary					
High					
College					
Other (Specify)					

**PRESENT/PAST EMPLOYMENT (Begin with most recent)**

1. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
2. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
3. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
4. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			

I hereby give permission to contact the employers listed above concerning my prior work experience. If there is a particular employer you do not wish us to contact, please indicate which one(s).

Signed: \_\_\_\_\_

**PERSONAL REFERENCES (not former employers or relatives)**

Name and Occupation	Address	Phone Number

Please note that later in the application process, you may be asked whether you have been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court. In this regard, please note that the applicant is not obligated to disclose expunged juvenile records of adjudication, conviction or arrest, nor is the applicant obligated to disclose whether he/she has had a juvenile record expunged.

You have been given a job description listing essential job functions of the position(s) for which you have applied. Please review the job description and answer the following questions:

Are you able to perform each of the essential job functions with or without accommodation listed for each position for which you have applied? \_\_\_\_\_

If no, list the function(s) you are unable to perform. \_\_\_\_\_

\_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason, or no reason. No one other than the Village Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Village Manager.

Signature of Applicant \_\_\_\_\_



**VILLAGE OF LINCOLNSHIRE  
Job Description**

**Title: Public Works – Seasonal Laborer**  
**Department: Public Works**  
**Date: February, 2018**  
**Classification: Non-Exempt**

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

**GENERAL DESCRIPTION**

Works in all areas of the Public Works Department including maintenance and repair of landscapes, parks, athletic fields, streets and utilities, leaf collection and snow removal.

**SUPERVISION RECEIVED**

Work is performed under the direction of the Streets/Stormwater Foreman and/or Field Maintenance Foreman.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES**

- Performs routine work or maintenance as needed on Village equipment or property.
- Maintains Village property including parks and buildings through cleaning, landscape, maintenance or repair.
- Participates and seasonal projects such as leaf collection or snow plowing.
- Operates various pieces of power equipment.
- Maintains a safe work environment for self and co-workers.
- Interacts with residents through daily work activities.
- Maintains personal time and job records in a timely manner.
- Performs others duties as required or assigned.

**CONTACTS OUTSIDE OF DEPARTMENT**

Other department personnel, personnel in other departments, residents.

**PHYSICAL DEMANDS**

Lifting, pushing, pulling or carrying of objects up to 100 lbs. occasionally, under 20 lbs. frequently; raking, digging for extended periods; considerable walking often for a three hour period in all types of weather, standing, bending, twisting, kneeling, squatting, crawling, reaching, climbing, and grasping. Must have dexterity to manipulate objects as small as 1/4", hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone. May be required to work continuously for long hours, in emergency situations.

**TOOLS AND EQUIPMENT USED**

1/2, 1 or 2 ton dump truck with or without snow plow, pickup truck with lift gate, leaf equipment, landscape maintenance equipment, power drill, power saw, dollies, pallet form, chain saw, hammer, shovel, ladder, small tractors, compressor, chipper, telephone, sewer flusher, radio, snow plow equipment, leaf pick up equipment, ladder, power auger, air hammer, generator, brooms, tree trimming tools, aerating equipment, and general office equipment.

**WORKING ENVIRONMENT**

Moderately noisy office working conditions, moderately noisy to very loud plant conditions, must be able to work in extreme temperature variations, in wetness, dryness, confined and enclosed spaces, in noisy locations, around plant pollen and grass and leaf particulates, around dust, cleaning compounds, paints, thinners, varnishes, gasoline, diesel fuel and oils.

**MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED**

**EDUCATION**

Minimum high school student in good standing: diploma, G.E.D., or equivalent preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Understanding of various pieces of equipment and what is required to operate them safely. Must have ability to read and write reports, correspondence, instructions in English; must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone; must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.