



# Application for Seasonal Employment

## An Equal Opportunity Employer

It is the policy of the Village, in accordance with all federal, state and local laws, to provide equal employment opportunities to all qualified persons. All Village personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to the following: race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service or military status or any other category protected by state or federal law. It is the policy of the Village to follow recruitment procedures that will attract, hire, and retain the most qualified applicants for job vacancies.

## Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Are you over the age of 16 years?

Yes

No

If not, do you have a work permit?

Yes

No

Are you over the age of 18 years?

Yes

No

Have you ever worked for the Village of Antioch before?

Yes

No

If yes, in which department? \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you have any relatives who work for the Village or serve as elected or appointed officials?

Yes

No

If yes, who and where do they work? \_\_\_\_\_

Are you available to work:

Days

Full Time

Nights

Part Time

Weekends

Temporary

Please indicate the dates you are available to work (ex. May 1 through August 15)

From: \_\_\_\_\_ To: \_\_\_\_\_

Please list any vacations you have planned over the summer:

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**Education**

Please circle the highest grade completed:

<u>High School</u>	<u>College</u>
9 10 11 12	13 14 15 16

**Experience History** - List any jobs or experience you have completed that relates to the position for which you are applying. List all related equipment you have used, and classes/training you have received.

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**Interest** – Explain why you would like to work for the Village of Antioch. What unique qualities would you bring to our team?

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**IMPORTANT – PLEASE READ AND SIGN**

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that if the Village of Antioch hires me, my employment will be at-will, meaning that either I or the Village of Antioch can terminate it at any time for any reason.

I authorize the Village of Antioch to make inquiries to my character, employment record and other matters to verify my suitability for employment and release the Village of Antioch and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations, if needed, due to disability, in order to participate in the overall application process.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

If I receive a conditional offer of employment from the Village, I agree to submit to a pre-employment physical exam, physical testing and/or drug screen(s) if required by the Village of Antioch and understand that any offer of employment is conditional and contingent upon successfully passing the drug screen test(s) and based upon the results of any physical testing and physical exam required by the Village, indicating that I can perform the essential functions of the position I have applied for with or without reasonable accommodation,

If hired, I agree to comply with all current and future rules, regulations, and employment policies of the Village of Antioch and understand that all rules, regulations, and policies relating to conditions of employment are subject to modification by the Village without notice.

I understand that this application is active for ninety (90) days from the date set forth below and that if I want to be considered after that time, I must complete a new application for employment.

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return completed form to:

Village of Antioch  
Attn: Seasonal Job Applications  
874 Main Street  
Antioch, IL 60002