When completed, please save the application in PDF format and send as an attachment to: jobs@vah.com

Print Form

Village of Arlington Heights

Human Resources Department

33 S. Arlington Heights Road
Arlington Heights, IL 60005
Phone: 847.368.5161
Fax: 847.368.5990
www.vah.com

APPLICATION FOR SEASONAL EMPLOYMENT

An Equal Opportunity Employer

It is the policy and intent of the Village of Arlington Heights to provide equality of opportunity to all persons regardless of sex, color, race, ancestry, religion, national origin, age, physical and mental handicap, marital status, sexual orientation or any other protected group status. This policy applies to all aspects of our personnel policies, practice and operations. The Village complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Human Resources Director in advance.

Personal Information:

Name:

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email Address:

Position Applying For:

Are you a citizen of the United States? ☐ Yes ☐ No

Are you lawfully permitted to become employed in this country? ☐ Yes ☐ No
Proof of eligibility required within three (3) days of date hired.

Have you been convicted of any offense? ☐ Yes ☐ No
The Village of Arlington Heights will not automatically reject an applicant who has been convicted. This information will only be used for job related purposes and only to the extent permitted by law.

If yes, state date, place, nature of the conviction and disposition:

Job Applicants are not obligated to disclose sealed or expunged records of convictions or arrest.

Are you related to any employee at the Village of Arlington Heights or to an elected or appointed official? If yes, please list name, department and relationship:

When will you be available for employment? From (month/day): Thru:

Per Village Policy Applicants must be at least 18 years of age for specific assignments.
ARE YOU 18 YEARS OF AGE OR OLDER? ☐ Yes ☐ No

Have you previously been employed by the Village of Arlington Heights? ☐ Yes ☐ No
If yes, list dates and department(s):

The majority of seasonal jobs require some driving. Please provide the following if applicable:

Driver's License #: State of Issuance: 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 INFORMATION

Name & Location of High School:

When did/will you graduate?

Name & location of College or University you are currently or will be attending in the fall:

Area of study:

Number of credits currently enrolled:

UNSALARIED EXPERIENCE

Name of Organization:

Organization's Address:

Organization's Phone:

Supervisor's Name & Title:

Position Held:

Describe work performed:

EMPLOYMENT HISTORY

Please list your employment history beginning with your present position or most recent employment.

1. Name of Employer:

Employer's Address:

Employer's Phone:

Supervisor's Name and Title:

Position Held:

Last or Present Wage: Dates of Employment:

Number of Hours Worked Weekly:

Reason for Leaving or Looking for New Position:

Describe the Work Performed:

May we contact this employer? ☐ Yes ☐ No

If no, reason:

Enter any additional Employment information here:

EMPLOYMENT HISTORY continued from previous page

Please list your employment history beginning with your present position or most recent employment.

2. Name of Employer:

Employer's Address:

Employer's Phone:

Supervisor's Name and Title:

Position Held:

Last or Present Wage: Dates of Employment:

Number of Hours Worked Weekly:

Reason for Leaving or Looking for New Position:

Describe the Work Performed:

May we contact this employer? ☐ Yes ☐ No

If no, reason:

Enter any additional Employment information here:

REFERENCES

List the Names of Supervisory References

Name:

Position:

Company

Telephone:

Years worked for:

Name:

Position:

Company:

Telephone:

Years worked for:

Name:

Position:

Company:

Telephone:

Years worked for:

Name:

Position:

Company:

Telephone:

Years worked for:

PLEASE READ THE FOLLOWING BEFORE SIGNING

I certify that the answers to the above questions are true and complete and I understand that any false statements given in my application or other employment forms will be sufficient reason not to hire and may result in discharge if hired.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information that may be personal or otherwise and release all parties from all liability for any damage that may result.

I understand that the Village of Arlington Heights is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. I understand I must notify the Village of any change of my name, address or phone number, and understand that this application will be kept on file for six months, then inactivated. Nothing in this application is intended to create any contract of employment expressed or implied, or to create any rights in the nature of a contract of employment.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village of Arlington Heights. Employment and compensation can be terminated at any time with or without cause or notice. I agree and understand that all provisions in the Village Personnel Handbook are to be applied in a general manner and are not to be construed in any manner as a contractual obligation between the Village and myself.

Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Village of Arlington Heights.

I understand that any offer of employment either verbal or written, is conditional upon the successful completion of a drug exam.

I acknowledge all the information contained herein is true and accurate to the best of my knowledge.

Signature:

Date: