

**Application for Employment**  
Desplaines Valley Mosquito Abatement District  
8130 Ogden Avenue, P.O. Box 31  
Lyons, IL 60534-0031  
Telephone 708-447-1765  
Email [dvmad@desplainesvalleymad.com](mailto:dvmad@desplainesvalleymad.com)

For Office Use Only
DA _____
DIV _____

**Personal Information**

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

Name: \_\_\_\_\_  
Last First Middle Email: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_  
Area Code Number Area Code Number

Permanent Address: \_\_\_\_\_  
Street City State Zip

Present Address: \_\_\_\_\_  
(If different from above) Street City State Zip

Are you 18 or older?  Yes  No If no, age: \_\_\_\_\_

Do you understand that seasonal job opportunities will have no benefits offered?  Yes  No

Do you understand that you may be required to pass a written exam to obtain a state pesticide license?  Yes  No (The District will provide required training and study materials to prepare for the exam.)

Have you been convicted of a felony in the past 7 years? (Note: You are not obligated to disclose a sealed or expunged criminal record.)  Yes  No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility verification form upon hire.

**Driving Record**

Have you been convicted of any moving violations within the past 3 years?  Yes  No

Have you, as a driver, been involved in any vehicle accidents within the past 3 years?  Yes  No

If you answered "Yes" to either of the above questions, briefly describe reason below:

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**MVR Release Consent:**

Print Name (as it appears on license): \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State issued: \_\_\_\_\_

In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, (Public Law 91-508), as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), and provisions of the Federal Drivers Privacy Protection Act (Public Law 18 USC 2721), you are being informed that a department of motor vehicle report (mvr) will be obtained on you for employment purposes.

I acknowledge the receipt of the above disclosure and authorize the Desplaines Valley Mosquito Abatement District and its agents to obtain the department of motor vehicle report for employment purposes. This authorization is ongoing and permission is granted for the above listed company to secure this information during the course of my employment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Education**

High School Diploma/GED?  Yes  No

College or Other(trade, Business, or Correspondence School)

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Diploma/Degree?  Yes  No

Describe any special areas of study that you feel would be beneficial to us: \_\_\_\_\_

\_\_\_\_\_

**Employment Experience** List current or most recent job first.

Employer: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work performed: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Dates Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work performed: \_\_\_\_\_

Are you currently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

Special skills and qualifications from previous employment experience:

Driving large vehicles or trucks?  Yes  No If yes, vehicle type: \_\_\_\_\_

Outdoor jobs/physical labor?  Yes  No If yes, describe: \_\_\_\_\_

Small, motorized equipment use?  Yes  No Work independently of supervisor?  Yes  No

Map reading?  Yes  No Work in teams?  Yes  No

Other skills that you feel would be beneficial to us: \_\_\_\_\_

\_\_\_\_\_

**References** Give below the names of 2 persons not related to you and not previous employers, whom you have known at least one year.

Name	Occupation	Telephone	Years Known
1)		( )	
2)		( )	

## ■ Employment Desired

Status:  New Applicant  Returning Employee (Indicate What Years Employed \_\_\_\_\_)

Have you ever filed an application with us before?  Yes  No If yes, give year: \_\_\_\_\_

Type:  Full-time Seasonal  Permanent

Division as described below (If more than one, rank in order of preference – 1-highest, 5-lowest):

\_\_\_ General Larval (April - September) \_\_\_ Catch Basin (May - Early August) \_\_\_ Off-Road Basin/Floater (May - Early August) \_\_\_ Laboratory (May - September) \_\_\_ Office (May - September)

Do you feel you are able to perform the functions of the division(s) you have applied for as described below?  Yes  No If no, describe: \_\_\_\_\_

### General Larval Division

This Division focuses on the inspection/treatment of all potential mosquito breeding sources other than catch basins. Two member crews equipped with motorized and hand equipment are responsible for inspecting all known potential mosquito breeding sites in an assigned area, and applying appropriate larvicide to those sources actually found breeding. Crews collect data on source condition, breeding density, larval samples, any treatment required, etc. This work involves lifting and carrying equipment up to 60 lbs. in weight, over extended distances of rough, uneven terrain to sources requiring treatment. When required, crews will be formed from employees in this Division to perform drainage and/or trail maintenance activities. Work involves physical labor using shovels, picks, rakes, saws, clippers, weed whackers, etc. All the General Larval Division activities involve frequent exposure to poison ivy and many sources of hay fever pollen. Additionally, these activities can result in extended exposure to heat and sun.

### Catch Basin Division

This Division involves the treatment of curbside storm water catch basins for mosquito larvae control. Single member crews are assigned right-hand drive Jeep type vehicles for this operation. Driver is responsible for treating all catch basins in an assigned area. Driver disperses a larval control briquet into each catch basin. This procedure requires the employee to be able to sit and drive the vehicle for long periods at a time. It also involves a great deal of stop-and-go driving with subsequent braking and acceleration. Additionally, this activity can result in extended exposure to heat and sun.

### Off-Road Basin/Floater Division

This Division involves the treatment of off-road storm water catch basins for mosquito larvae control. A one/two member crew will treat catch basins in walk-in areas which are not accessible to vehicles. This will necessitate walking to sites, sometimes over rough terrain, carrying larval control briquets. Additionally, this activity can result in extended exposure to heat and sun. On occasion, crew members will be transferred to General Larval division or Catch Basin division as needed to fill-in. Crew members must be capable of performing all duties required by those divisions and will receive the equivalent pay rate for hours worked.

### Laboratory Division

This Division focuses on the collection and processing of data pertinent to various aspects of mosquito control. Combination of indoor and outdoor activities including sample collection and identification, field data collection, post-larval treatment inspection, etc. This activity will involve driving throughout District. It will also occasionally involve walking over rough, uneven terrain to get to field inspection areas. Significant time will be spent with microscope and use of larval/adult mosquito identification keys. Biology oriented background preferred, but not essential. Occasionally work load may necessitate work in other divisions. When required, pay rate will be at level of that division.

### Office Division

This Division focuses on clerical aspects of daily operations. Duties include answering incoming telephone calls and providing the caller with information requested when possible, or directing call to appropriate staff member. Patience and courtesy is required particularly with frequent irate callers. Computer data entry of all field data collected is also the responsibility of this Division. Accurate typing skills and basic familiarity of computers are required. Secondary duties include contacting villages and libraries for distribution of informational handouts, as well as assisting in the laboratory division as needed.

All employees will be hired for one primary Division to which the majority of employment time will be spent. A shift between Divisions may be made on occasion to meet various requirements of the current mosquito season. On such occasions, you will be paid the rate applicable to the Division you were transferred to instead of the rate for the Division you were hired for.

New employees may be required to pass a written, multiple-choice exam administered by the Illinois Department of Agriculture to obtain a Commercial Not For Hire Operator's License in the category of Mosquito Control. The District will provide required training and study materials to prepare you for the exam. The exam will be taken after hiring, but before you begin any actual mosquito control activities.

The use of tobacco products including vaping is not permitted at any time within District buildings or vehicles, and is only allowed in the field during break and lunch periods.

## ■ Employment Availability

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

For Seasonal, Last Day Available: \_\_\_\_\_

• **IMPORTANT: This must be filled in to be considered for employment** •

Are you planning to take vacation/time off during season?  Yes  No If yes, describe: \_\_\_\_\_

If required, are you available for work Saturdays?  Yes  No Evenings?  Yes  No

How far would you be from District headquarters? \_\_\_\_\_

Do you have reliable transportation to work?  Yes  No

How did you hear about this employment opportunity? \_\_\_\_\_

## ■ Emergency

In case of emergency, notify: \_\_\_\_\_ (     )  
Name Telephone

or: \_\_\_\_\_ (     )  
Name Telephone

I hereby certify that the answers given and statements made are true and correct. I hereby authorize all my previous employers, or references to furnish any information concerning my personal character or employment records. I hereby release all such persons from liability or damages incurred as a result of inquiry and furnishing this information. If hired, I agree to furnish documentation within 72 hours showing my identity and that I am legally authorized to work in the United States. I hereby authorize the District to check my driving record as it appears in the files of the office of the Secretary of State of Illinois.

I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the District. In addition, I understand that I may be required to pass the written General Standards Examination as administered by the Illinois Department of Agriculture to obtain a Public Operator's License in the category of Mosquito Pest Control for employment with the District.

In the event of employment as a *Seasonal Employee*, I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the District is of an "at will" nature, which means that the Employee may resign at any time and the District may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the District.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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Do Not Write Below This Line

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Dates Available: \_\_\_\_\_

Division: \_\_\_\_\_

Drivers License Check. Date: \_\_\_\_\_ Results:  Clear  Violations \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Letter Sent: \_\_\_\_\_ Reply Rec'd: \_\_\_\_\_

**SUPPLEMENT TO APPLICATION FOR NEW SEASONAL EMPLOYMENT - 2017**

Please complete **all sections** of the employment application. All information is necessary to process the application.

Base wage scales for Divisions summarized in employment application are:

General Larval Division .....	\$ <b>13.00</b> /hr
Catch Basin Division .....	\$ <b>11.00</b> /hr
Off-Road Basin/Floater Division .	\$ <b>12.00</b> /hr
Laboratory Division .....	\$ <b>11.00</b> /hr
Office Division .....	\$ <b>11.00</b> /hr

All employees who remain in District employment **through the date specified by them on their employment application**, and meet all other qualifications including employment length/allowed absence criteria as defined in detail within the *Seasonal Employee Personnel Information Handbook* (issued upon start of actual employment) will be eligible for a monetary wage bonus summarized below:

<u>Operational Division</u>	<u>Employment Length Minimum Threshold</u>	<u>Allowed Absence Total Elective Excused+Unexcused</u>	<u>Wage Bonus</u>
Catch Basin	320 Hrs (8 Weeks)	16 Hrs	+ \$ 1.00/Hr
Off-Road Bsn/Flt	320 Hrs (8 Weeks)	16 Hrs	+ \$ 1.00/Hr
General Larval	480 Hrs (12 Weeks)	24 Hrs	+ \$ 1.00/Hr
Laboratory/Office	480 Hrs (12 Weeks)	24 Hrs	+ \$ 1.00/Hr

For elective excused and unexcused absence totals *exceeding* the allowed absence totals, a *reduction* in the monetary wage bonus will be made as follows:

<u>Absence Above Allowed Totals</u>	<u>Wage Bonus Reduction</u>
0.1 - 8.0 Hrs	- \$0.25/Hr
8.1 - 16.0 Hrs	- \$ 0.50/Hr
16.1 + Hrs	- \$ 1.00/Hr (Full loss of bonus)

Compensation for the wage bonus will be made by check issued in addition to your last pay check for the season, and be subject to applicable withholding taxes.

All employees will be hired for one primary Division to which the majority of employment time will be spent. A shift between Divisions may be made on occasion to meet various requirements of the current mosquito season. On such occasions, you will be paid the rate applicable to the Division you were transferred to instead of the rate for the Division you were hired for. Any evening contingency adult mosquito control operations will have an overtime rate applicable to the Off-Road Basin/Floater Division.

New employees *may be required to pass* a written, multiple-choice examination administered by the Illinois Department of Agriculture to obtain a Commercial-Not-For-Hire Operator's License in the category of Mosquito Control. The District will provide required training/materials to prepare you for the exam. The exam will be taken after hiring, but before you begin any actual mosquito control activities. The District will assume applicable spray license fees.

The use of tobacco products, including vaping, are not permitted at any time within District buildings or vehicles. Tobacco use will only be permitted during break and lunch periods.