

■ **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: _____

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: _____

Fair Credit Reporting Act Disclosure Statement

In accordance with the provisions of Section 604(b)(2) of the Fair Credit Reporting Act, you are being informed that a department of motor vehicle report will be obtained on you for employment purposes through:

iiX, a Versick Analytics Business
1716 Briarcrest Drive
Suite 200
Bryan, Texas 77802

The iiX privacy policy can be found at www.verisk.com/iix/about/iix-online-privacy-notice/

Authorization to Obtain Motor Vehicle Report

I acknowledge the receipt of the above disclosure statement and authorize iiX to obtain the department of motor vehicles report for employment purposes. This authorization is ongoing and permission is granted for The Desplaines Valley Mosquito Abatement District to secure this information during the length of my employment.

Applicants Signature

Date

Print Name

SUPPLEMENT TO APPLICATION FOR NEW SEASONAL EMPLOYMENT - 2018

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	\$ 13.00 /hr
Catch Basin Division	\$ 11.00 /hr
Off-Road Basin/Floater Division .	\$ 12.00 /hr
Laboratory Division	\$ 11.00 /hr
Office Division	\$ 11.00 /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.