



400 Park Avenue  
River Forest, IL 60305  
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www.river-forest.us



## 2017 Summer Engineering Intern

The Village of River Forest is now accepting applications for the part-time, seasonal position of Engineering Intern.

General duties include conducting field inspections, gathering field data, surveying, contractor oversight, and project management - all of which are related to various infrastructure maintenance and improvement projects. These projects may include sewer lining, paving of streets, alley reconstruction, replacement of sidewalk and curb/gutters, and water system improvements. This position will also assist with data collection for the Village's Geographic Information System (GIS) and perform office engineering work, including scanning and filing of plans and other related duties as required.

The ideal candidate will be currently pursuing a degree in civil engineering and have completed at least one academic year of college coursework. Applicants must be at least 18 years of age and possess a valid Illinois driver's license. Computer skills with Microsoft Word and Excel are required.

The hourly rate for this position is \$15.00. This position is for 40 hours per week (8:00 am - 4:30 pm M-F) and limited to, but not guaranteed, a total of 400 hours. There may be an occasional need to start earlier than 8 am and/or work past 4:30 pm.

To apply, please submit a cover letter, resume, and completed Village of River Forest "Application for Employment". Submissions can be sent electronically to [jpape@vrf.us](mailto:jpape@vrf.us) as a PDF with the candidate's last name in the file name. EOE. Position is open until filled; initial review of applications will occur on February 28, 2016.

Employment applications are available on the Village's website:  
<http://www.vrf.us/government/employment-opportunities>



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 400 Park Avenue  
 River Forest, Illinois 60305  
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(Revised 3/1/2007)

## APPLICATION FOR EMPLOYMENT

It is the policy of the Village of River Forest to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin or disability or any other legally protected status in accordance with the requirements of local, state and federal law.

Please complete all blanks or indicate "not applicable." Incomplete applications may be subject to rejection. Do not substitute a resume in place of completing any part of this application.

CONTACT INFORMATION	
Name (First, MI, Last):	Date of Application:
Current Address (include Street, City, State, and Zip Code)	Home Phone: (    )
	Work Phone: (    )
	Email Address:

BACKGROUND INFORMATION				
Title of Position for which you are applying:				
Are you seeking (check appropriate):	Full Time	Part Time	Seasonal	Temporary
Date available:	Expected minimum salary:			
How were you referred to the Village of River Forest?				
Are you at least 18 years of age?	Yes	No	Are you legally eligible for employment in the U.S.?	Yes    No
Do you have a valid driver's license?	Yes	No	What class is your license?	Issuing State?
Have you been convicted of any violations of the law other than minor traffic violations ( <b>any convictions that are sealed or are erased by pardon or expungement should not be considered in your response</b> )? Yes    No				
If you answered yes to the above, please explain: Conviction of a violation of the law is not an automatic bar to employment. Each case will be considered on its own merits.				
Were you previously employed by the Village of River Forest? Yes    No				
If yes, what Department?			Date of employment? From _____ to _____	
Under what name were you employed?				





EMPLOYMENT HISTORY			
Are you presently employed?	Yes	No	If yes, may we contact your employer?
			Yes No

List your present or most recent employer first. A résumé *will not* substitute for completion of this portion of your application.

Employer:	Address:
Telephone: ( )	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Last salary:
	Reason for leaving:

Employer:	Address:
Telephone: ( )	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Last salary:
	Reason for leaving:

Employer:	Address:
Telephone: ( )	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Last salary:
	Reason for leaving:



PROFESSIONAL REFERENCES

Please provide three (3) individuals who are familiar with your work history and experience. Do *not* list relatives, friends or personal references.

Name:	Telephone number: (     )
Company:	Years known:
Business relationship:	

Name:	Telephone number: (     )
Company:	Years known:
Business relationship:	

Name:	Telephone number: (     )
Company:	Years known:
Business relationship:	



**Please read carefully:**

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements or omission of facts on this application shall be considered sufficient cause for cancellation of my application or termination of employment.

I understand and agree that the Village of River Forest is hereby authorized to make inquiries concerning my character, employment record and other matters concerning my possible employment. 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.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract between the Village of River Forest and me. I acknowledge the right of the Village of River Forest to make changes in policy and benefits, where such policy or benefits are not specified or covered by contract, without notice and I understand that only written conditions as contained in an offer made to me by an authorized official will be honored by this organization.

I understand that any offer of employment, approved by the Village Administrator, either verbal or written, is conditional upon the satisfactory completion of a drug screen and physical exam. Should I become employed, I agree to conform to all rules and regulations of the Village of River Forest. I understand that my employment with the Village will be at-will and that I have the right to terminate my employment at any time and the Village of River Forest retains the same right unless otherwise provided in a collective bargaining agreement.

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

\_\_\_\_\_  
Date

**The Village of River Forest is an  
EQUAL OPPORTUNITY EMPLOYER**