VILLAGE OF GLENCOE

675 Village Court
Glencoe, Illinois 60022
(847) 835-4114 www.villageofglencoe.org

APPLICATION FOR EMPLOYMENT

The Village of Glencoe is an Equal Opportunity Employer.

It is the policy and practice of the Village to hire, promote, and compensate employees, and to administer all employment practices in accordance with applicable law, without regard to race, color, sex, sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, disability unrelated to the ability to perform the essential functions of the job, or any other protected category. Furthermore, if you believe that you need a reasonable accommodation in order to apply for a job or complete an application for employment because you have a disability, please notify the Village within three days of your application of your specific needs for a reasonable accommodation so that the Village can assist you where appropriate. If an applicant requests an accommodation for purposes of completing the job application process, the Village reserves the right to require the applicant to furnish documentation from an appropriate professional (e.g., a doctor, rehabilitation counselor, etc.) confirming that the applicant has a disability or concerning their functional limitations for which a reasonable accommodation is requested.

INSTRUCTIONS: Please print clearly in ink or use a typewriter. Answer each question accurately and completely. You are encouraged to attach any additional information that you believe qualifies you for employment with the Village.

1. Name Ri _____ _____ _____
Last First Middle

2. Phone _____ _____
Area Code Number

3. Email Address _____

4. Cell Phone _____ _____
Area Code Number

5. Present Address _____ _____ _____ _____ _____
Number Street City State Zip Code

6. State ID # _____

7. Driver's License # _____

(Please provide either State ID or Driver's License #)

8. Are you legally eligible to work in the United States? ☐ Yes ☐ No

9. For what position are you applying? _____

10. How were you referred to the Village? _____
(Friend, newspaper (which one), employee, etc.)

11. List below any experiences, skills, or qualifications that you believe would especially qualify you for employment with the Village.

_____

12. Can you provide required proof of your eligibility to work? ☐ Yes ☐ No

13. Please identify any reasonable accommodations to the work environment that you feel would be necessary for you to perform the essential functions of your job.

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14. Give a complete chronological record of all jobs you have held during the last ten years. Start with your present or last job. Include any job-related military service assignments. You may exclude organizations, which indicate race, color, religion, gender, national origin, disability, or other protected status. Attach other pages as necessary.

Employer's Name and Address (Include Zip Code)	From Mo. Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Mo. Yr.	Last Monthly Salary			
Employer's Name and Address (Include Zip Code)	From Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Mo. Yr.	Last Monthly Salary			
Employer's Name and Address (Include Zip Code)	From Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Mo. Yr.	Last Monthly Salary			
Employer's Name and Address (Include Zip Code)	From Mo. Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Yr.	Last Monthly Salary			

15. Are you currently employed? ☐ Yes ☐ No

If you are currently employed, are you employed full-time or part-time? ☐ Full-Time ☐ Part-Time

If you are currently employed, may the Village contact your employer? ☐ Yes ☐ No

16. Have you been discharged or asked to resign from any position that you have held? ☐ Yes ☐ No

If YES, state the circumstances: _____

_____

17. List below all schools attended, including business and professional, and any special courses taken.

School	School Name, Address, and Phone #	Course of Study	Last Year Attended	Did You Graduate? (Circle)	Type of Diploma or Degree
High School			1 2 3 4	Yes / No	
College			1 2 3 4	Yes / No	
Graduate School			1 2 3 4	Yes / No	
Tech. Training			1 2 3 4	Yes / No	
Other			1 2 3 4	Yes / No	

18. If you have served in the armed forces, provide the following information:

Branch of Service _____ Entry Date _____ Discharge Date _____

Rank of Service at Time of Discharge _____

Please include any skills, additional training, courses or experience that would be helpful to us in considering your application for employment relating to your military experience.

_____

19. Provide names, addresses, phone numbers (include zip and area codes), and occupations of three persons who are familiar with your qualifications and in addition, character (do not include employers or relatives).

Name and Home Address	Phone	Occupation and Work Address	Work Phone

20. If you have applied for a job with another city or village, please identify the city or village name, position applied for and application date.

21. Have you pled guilty or no contest to or been convicted of any misdemeanor or felony? Note: Answering "yes" does not constitute an automatic bar to employment and will be considered only as it relates to the job. Factors such as age and date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic citations and/or arrests and/or convictions, which have been sealed, expunged, pardoned, and/or impounded when answering this question. ☐ Yes ☐ No

If yes, give the nature of the offense, date of conviction, penalty imposed for the offense and date of release from prison, if applicable.

Use space below for continued explanation of previous questions.

Question Number	Additional Information and Remarks

Certification, Understanding and Authorization (Please Read Carefully)

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, on this or any other employment form will be sufficient reason not to hire me or will be cause for my dismissal.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment. However, I understand that any employment offered by the Village and accepted by me would be at the will of the Village and later that said employment might be terminated by the Village, with or without cause, at any time with or without notice. I also agree that any Village policies, procedures or benefits may be unilaterally changed, modified or discontinued at any time at the sole discretion of the Village.

I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living. Upon written request within a reasonable period, I can obtain from the Village a written disclosure of the nature and scope of the investigation requested. I hereby authorize those parties to whom this document is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for a position with the Village of Glencoe. I further release from liability any person or persons, office, or institution so providing aforementioned information in connection with this pre-employment investigation. I indemnify the Village and any person or entity from whom information is obtained from any liability for the disclosure and investigation of this information. I also specifically waive any right I may have to written notice from my former employer, references or schools prior to the release of any of my employment information to the Village.

_____
Signature of Applicant

_____
Date

OFFICE USE ONLY

Date and Time Received _____

Received by _____

Revised: 2/09