



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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www.villageofglencoe.org

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Employment Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to employment@villageofglencoe.org or print and mail, fax or deliver the form to the address listed at the end of this form.

Thank you for your interest in employment with the Village of Glencoe. 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, religious affiliation, veteran status, national origin, disability 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, notify the Village Manager's Office at employment@villageofglencoe.org. You are encouraged to attach any additional information that you believe qualifies you for employment with the Village. Please note that the Village only accepts applications for advertised positions, and the Village does not retain unsolicited applications on file.

Section A: Desired Position Description

_____	_____	_____
Position Title	Position Number	Date

Section B: Personal Information

_____	_____	_____
Last Name	First Name	Middle Name

_____	_____	_____	_____
Present Street Address	City	State	Zip Code

_____	_____	_____
Home Phone	Cell Phone Number	E-mail Address

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

Are you at least age 18? Yes No

If the job for which you are applying requires a valid driver's license, can you provide proof of license? Yes No

Have you pled guilty or no contest to or been convicted of any misdemeanor or felony? 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

Answering "yes" does not constitute automatic bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered in assessing qualifications for employment. Applicants may be requested to provide additional information regarding criminal convictions to assist the Village in evaluating qualifications for employment in the position sought.

If "yes," please state the nature of the offense, date of conviction, penalty imposed for the offense and date of release from prison, if applicable in a separate document.

Have you ever served in the Armed Forces?

Yes

No

Branch of Service

Entry Date

Discharge Date

Rank at Time of Discharge

Please describe any skills or job-related training acquired while serving in the Armed Forces:

Section C: Employment History

Please list your last five employers, beginning with your present or most recent position.

Employer #1: Company/Organization Name

Employer's Phone Number

Employer Address

City

State

Zip Code

Job Title

Start Date (Month/Year)

Departure Date (Month/Year)

Supervisor's Name and Title

Hours Worked per Week

Reason for leaving or looking for new position

Brief description of duties

Employer #2: Company/Organization Name

Employer's Phone Number

Employer Address

City

State

Zip Code

Job Title

Start Date (Month/Year)

Departure Date (Month/Year)

Supervisor's Name and Title

Hours Worked per Week

Reason for leaving or looking for new position

Brief description of duties

Employer #3: Company/Organization Name

Employer's Phone Number

Employer Address

City

State

Zip Code

Job Title

Start Date (Month/Year)

Departure Date (Month/Year)

Supervisor's Name and Title

Hours Worked per Week

Reason for leaving or looking for new position

Brief description of duties

Employer #4: Company/Organization Name

Employer's Phone Number

Employer Address

City

State

Zip Code

Job Title

Start Date (Month/Year)

Departure Date (Month/Year)

Supervisor's Name and Title

Hours Worked per Week

Reason for leaving or looking for new position

Brief description of duties

Employer #5: Company/Organization Name

Employer's Phone Number

Employer Address

City

State

Zip Code

Job Title

Start Date (Month/Year)

Departure Date (Month/Year)

Supervisor's Name and Title

Hours Worked per Week

Reason for leaving or looking for new position

Brief description of duties

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

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

Section D: Education information

Please list all schools you have attended.

School Name and Location	Number of Years Attended	Major/Field of Study	Did you Graduate?	
High School/GED _____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
College/University _____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
College/University _____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Graduate School _____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trade School/Other _____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please list below any special job-related skills, training, experience, licenses, or certificates you possess:

Section E: References

Please list below three persons not related to you, whom you have known through your employment at least one year.

1. _____
Name Position/Job Title

Daytime or Business Phone Other Phone Years Known
2. _____
Name Position/Job Title

Daytime or Business Phone Other Phone Years Known
3. _____
Name Position/Job Title

Daytime or Business Phone Other Phone Years Known

Section F: Application Submission

Certification, Understanding and Authorization (Please Read Carefully)

I certify that the information on this application is true, accurate, and complete to the best of my knowledge and believe. 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 result in my dismissal if I am employed.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment. I understand that, except as otherwise provided by law, full-time and part-time employees are employed "at will" and such employment can be terminated at any time, with or without cause, and with or without notice, at the option of either the Village or me.

I authorize the Village of Glencoe to investigate any of the information contained on my application for employment, including past employment records, education, licenses, certificates, references and other matters, including criminal background, related to my suitability for employment. I further authorize all individuals and organizations named in this application to make full disclosure of all information related to such verification including reports, records, and related documents or information that would reflect favorably or unfavorably upon my application for a position with the Village of Glencoe. Additionally, I consent to the disclosure of information which otherwise may be exempt from disclosure by law and waive any claims I may have to the protection of such information for the limited purposes of investigating and verifying my employment with the Village of Glencoe. I further release from liability any person(s), office, or institution so providing aforementioned information in connection with any 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: _____ Date: _____

Please e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: employment@villageofglencoe.org