



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

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Last Updated: January 19, 2022

## Public Safety Officer Lateral Hire Employment Application

*This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [employment@villageofglencoe.org](mailto: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](mailto: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: Lateral Hire Applicant Qualifications

Public Safety Officer lateral hire applicants must meet the following qualifications. Applicants who do not meet the lateral hire applicant qualifications may apply for the entry-level Public Safety Officer examination process when a call for applications has been issued. **Only applicants who meet all lateral hire applicant qualifications may complete this application.**

Lateral Hire Applicant Qualifications:

- U.S. citizen at the time of application
- Certified Illinois law enforcement officer (completion of the Minimum Basic Standards Law Enforcement Training Course, as provided in the Illinois Police Training Act)
- Prior work experience as a full-time police officer for at least 24 months in another law enforcement agency
- High school diploma or General Education Degree
- Successful completion of the Illinois Peace Officer Wellness Examination Report (POWER test) within six months prior to the date of application
- Completion of at least two years of college studies – equaling an associate's degree or 60 hours of college credit – from a junior college, college or university accredited by a nationally recognized accreditation agency
- Ability to speak and understand the English language sufficiently to discharge the duties of Public Safety Officer

## Section B: Personal Information

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Last Name	First Name	Middle Name
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Present Street Address	City	State	Zip Code
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Home Phone	Cell Phone Number	E-mail Address
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Are you legally eligible to work in the United States? Yes  No

Are you currently a certified Illinois law enforcement officer? Yes  No

Are you currently a certified Illinois basic operations firefighter? Yes  No

*Please note: Firefighter certification is **not** required for lateral hire applicants*

Are you currently a licensed EMT-Basic (Illinois or nationally licensed)? Yes  No

*Please note: EMT-Basic certification is **not** required for lateral hire applicants*

Are you currently a licensed Paramedic (Illinois or nationally licensed)? Yes  No

*Please note: Paramedic certification is **not** required for lateral hire applicants*

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

If yes, have you ever been dishonorably discharged from any branch of the U.S. military? Yes  No

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Branch of Service	Entry Date	Discharge Date	Rank at Time of Discharge
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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.

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**Employer #1:** Company/Organization Name

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Employer's Phone Number

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Employer Address

---

City

---

State

---

Zip Code

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Job Title

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Start Date (Month/Year)

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Departure Date (Month/Year)

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Supervisor's Name and Title

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Hours Worked per Week

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Reason for leaving or looking for new position

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Brief description of duties

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**Employer #2:** Company/Organization Name

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Employer's Phone Number

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Employer Address

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City

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State

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Zip Code

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Job Title

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Start Date (Month/Year)

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Departure Date (Month/Year)

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Supervisor's Name and Title

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Hours Worked per Week

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Reason for leaving or looking for new position

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Brief description of duties

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**Employer #3:** Company/Organization Name

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Employer's Phone Number

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Employer Address

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City

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State

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Zip Code

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Job Title

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Start Date (Month/Year)

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Departure Date (Month/Year)

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Supervisor's Name and Title

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Hours Worked per Week

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Reason for leaving or looking for new position

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Brief description of duties

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**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

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Reason for leaving or looking for new position

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Brief description of duties

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**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

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Reason for leaving or looking for new position

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Brief description of duties

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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: Past Civil Service Examination Questions**

1. Have you ever taken any civil service exams (police or fire)? Yes  No   
If yes, please list the agency name(s) and date(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are you currently on any eligibility lists? Yes  No   
If yes, please list the agency name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Have you ever been placed on a police or fire eligibility list and not hired? Yes  No   
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section F: Eligibility Questions

- At the time of this application, are you a citizen of the United States? Yes  No
- Have you ever been convicted of a felony? Yes  No
- Are you at least age 21 years? Yes  No
- Do you possess a valid driver's license? Yes  No
- Have you successfully completed at least 60 hours of college credit from a nationally accredited college or university? Yes  No
- Are you able to satisfy the job requirements for the position of Public Safety Officer? Yes  No

## Section G: Required Documents

Please attach the following documents to your application form:

- | Document Type  | Attached (Yes/No)            |                             |
|--|------------------------------|-----------------------------|
| Copy of driver's license   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Proof of U.S. citizenship  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of birth certificate  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of POWER test completion, dated no more than six months prior to the date of application  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of high school diploma, transcripts or GED  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of certified transcripts of coursework from a nationally accredited college or university | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of college or university degree (if applicable)   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of Illinois law enforcement officer certification   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Section H: Proof of Citizenship (Naturalized Citizens)**

If you are a naturalized U.S. citizen, please provide the following information as proof of U.S. citizenship.

Alien number: \_\_\_\_\_

Naturalization certificate number: \_\_\_\_\_

Date of issuance: \_\_\_\_\_

Official name recorded on certificate: \_\_\_\_\_

Attestation: I hereby affirm that I am a U.S. citizen and the information above is true and accurate to the best of my knowledge. I understand that I will be required to provide documentation of the above information at the background stage of the hiring process.

Signature: \_\_\_\_\_

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

**Section I: 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 J: 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 belief. I understand that any misrepresentation, misstatement or omission 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](mailto:employment@villageofglencoe.org)