



**VILLAGE OF GLENDALE HEIGHTS**  
**Attn: Human Resources**  
**300 CIVIC CENTER PLAZA**  
**GLENDALE HEIGHTS, ILLINOIS 60139**

**Human\_Resources@GlendaleHeights.Org**  
**630-260-6000**

**VILLAGE OF GLENDALE HEIGHTS**  
**EMPLOYMENT APPLICATION**

An Equal Opportunity  
Employer

Thank you for your interest in the Village of Glendale Heights. We consider applications for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or any other legally protected status. Applicants requiring accommodations to the application and/or interview process should notify the Human Resources office.

The Village of Glendale Heights is a DRUG-FREE workplace. All prospective employees are required to submit to a pre-employment drug screen within three days following a conditional employment offer. If you are a user of illegal drugs, **DO NOT** apply for any position.

Please complete the entire application even if you are submitting a resume. All information contained in this application will be considered personal and confidential and used only in conjunction with your possible employment with the Village. **PLEASE PRINT CLEARLY OR TYPE.**

Position(s) applied for:	Date of Application:
Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal/Summer <input type="checkbox"/> How did you hear about position?	

**APPLICANT INFORMATION**

Last Name:		First:		Middle Initial:	
Street Address:				Apartment/Unit #:	
City:		State:		Zip:	
Cell Phone:		E-mail Address:			
Home Phone:		Driver's License Number:			
Are you a citizen of the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If no, are you authorized to work in the U.S.?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed with us?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If so, when?	
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Date you are available to work:	
Have you ever been convicted of a crime (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
IF "YES", please explain:					
Note: Convictions will not necessarily disqualify an applicant from employment. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.					

## EDUCATION

<b>High School</b>			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diploma
<b>College</b>			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
<b>Other</b>			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

## ADDITIONAL INFORMATION

Please list any specialized skills, licenses, training, courses, seminars, etc., that might relate to the position or type of work that you are applying for:

List professional trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, or other protected class:

State any additional information you feel may be helpful to us in considering your application:

**REFERENCES: PLEASE LIST THREE PROFESSIONAL REFERENCES**

<b>Full Name</b>		<b>Relationship</b>	
<b>Company</b>		<b>Phone</b>	( )
<b>Address</b>			

<b>Full Name</b>		<b>Relationship</b>	
<b>Company</b>		<b>Phone</b>	( )
<b>Address</b>			

<b>Full Name</b>		<b>Relationship</b>	
<b>Company</b>		<b>Phone</b>	( )
<b>Address</b>			

**PREVIOUS EMPLOYMENT: PLEASE LIST MOST RECENT EMPLOYMENT FIRST**

<b>Employer #1</b>		<b>Phone</b>	( )
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>		<b>Starting Salary</b>	\$
		<b>Ending Salary</b>	\$
<b>Responsibilities</b>			
<b>Start Date</b>		<b>End Date</b>	
		<b>Reason for Leaving</b>	
May we contact your previous supervisor for reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer #2</b>		<b>Phone</b>	( )
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>		<b>Starting Salary</b>	\$
		<b>Ending Salary</b>	\$
<b>Responsibilities</b>			
<b>Start Date</b>		<b>End Date</b>	
		<b>Reason for Leaving</b>	
May we contact your previous supervisor for reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Employer #3</b>		<b>Phone</b>	( )
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>		<b>Starting Salary</b>	\$
		<b>Ending Salary</b>	\$
<b>Responsibilities</b>			
<b>Start Date</b>		<b>End Date</b>	
		<b>Reason for Leaving</b>	
May we contact your previous supervisor for reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note: If you need additional space for employment experience, please continue on a separate sheet or contain in resume.

**MILITARY SERVICE**

<b>Branch</b>		<b>Start Date</b>		<b>End Date</b>	
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**APPLICANT'S STATEMENT**  
**(Please Read Carefully Before Signing)**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have not knowingly withheld information that might adversely affect my chances for employment. I understand that any misrepresentation of fact, as stated or implied, will be sufficient reasons to reject my application and shall constitute cause for dismissal, if hired.

I understand that my employment at the Village is contingent upon my successful completion of a valid pre-employment drug test and complete background investigation.

I authorize the Village of Glendale Heights, to contact each former employer, firm or corporation. I authorize any of the these persons to give all information concerning work-related items and I release all parties from liability for any damage that may result from furnishing same to you.

I authorize the Village of Glendale Heights and its agents to investigate my background as it pertains to employment, appointment or volunteering considerations. This may include information contained in public records which could include criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility.

In the event of employment, 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 employer.

I understand that nothing contained in this application, communicated during the selection process, nor the Village of Glendale Heights Personnel Policy Manual constitutes an employment contract unless specific document to that effect is executed by the employer and employee in writing.

A photo static copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

**Application REQUIRES handwritten signature and date (If you have not turned 18-years-old by the date of your application, your application also requires parent/guardian signature to authorize drug testing and background investigation).**

My signature below confirms that I have read and understand the above statements.

CLEARLY PRINT FULL NAME:

Applicant Signature:

Date:

Parent/Guardian Signature (required if under 18):

Date:



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**VILLAGE OF GLENDALE HEIGHTS VOLUNTARY SURVEY**

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, gender, national origin, age, marital or veteran status, disability, handicap, ancestry, unfavorable discharge from the military, or any other legally protected status, in accordance with applicable legal requirements.

To help us comply with government record keeping, reporting and other legal requirements regarding the protected status of our applicants please complete the survey below. This data is for periodic governmental reporting only and will be kept in a confidential file separate from the Application for Employment. The information you provide will not be shared with any individual involved in the hiring process for your position, prior to a hiring decision being made. If you are selected and become an employee of the Village, this information will continue to be kept confidential, except for reporting purposes, and will not be specifically identified with you. **TO ENSURE CONFIDENTIALITY, PLEASE DO NOT INCLUDE YOUR NAME ANYWHERE ON THIS FORM. YOUR COOPERATION IS VOLUNTARY.**

Check one:  Male  Female

Check one of the following Race/Ethnic Group:

- White  Hispanic  
 Black/African American  American Indian/Alaskan Native  
 Asian/Pacific Islander

Check any of the following that apply to you:

- Vietnam Era Veteran  
 Disabled Veteran  
 Handicapped or Disabled Individual

Please indicate the position for which you are applying:

\_\_\_\_\_

Please tell us how you heard about the position for which you are applying (EX: Newspaper Ad, Walk-In, Friend, Current Village Employee, Etc):

\_\_\_\_\_

\_\_\_\_\_

Thank you for your interest.



## Police Department Applicant Notification



All persons making application for positions at the Glendale Heights Police Department are advised that due to the nature of law enforcement and the sensitive or confidential aspects of the work associated with employment at a police agency, you will be subject to a selection process that will very likely include the following elements. Based on the specific position you are applying for, some elements may not be required of you by the Village.

The testing process for the Police Department may consist of all or some of the following:

- **Completion of the application and submission within the time frame designated by the Village as presented on the job posting. (The posting is available through Human Resources and on the Village website [www.glendaleheights.org](http://www.glendaleheights.org).)**
- **Pre-employment testing:**
  - **Written / Computer Skill / Multitasking examination**
  - **Oral interview**
  - **In-depth background examination including but not limited to:**
    - **Criminal conduct / Fingerprinting / Financial history / Former employment**
  - **Polygraph examination**

The following areas are subject to questions during each applicant polygraph examination.

Note: The polygraph examination is an adjunct tool for the background investigation and not a single source determinant for employment.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Thefts of merchandise from places of employment.</li> <li>2. Thefts of money from places of employment.</li> <li>3. Thefts from a store by shoplifting.</li> <li>4. Illegal drug trafficking or dealing.</li> <li>5. Illegal drug use.</li> <li>6. Illegal use and abuse of medications and pharmaceutical products.</li> <li>7. Illegal use and abuse of alcohol.</li> <li>8. Falsification or minimization of any details in your written testing or requested information.</li> </ol> | <ol style="list-style-type: none"> <li>9. Participation in any type of organized crime.</li> <li>10. Arrests for anything other than minor traffic violations.</li> <li>11. Commission of a crime which has not been detected.</li> <li>12. Concealment of anything in your background that would affect your chances for this position.</li> <li>13. Involvement in a physical fight with another person.</li> <li>14. Use of excessive physical force against another person.</li> <li>15. Payment or receipt of any bribes.</li> <li>16. Setting of any illegal bribes.</li> </ol> |
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The following areas are also subject to questioning if there has been previous or current police/public safety employment:

1. Commission of any unlawful acts while in uniform or while functioning in the line of duty.
2. Commission of any thefts on duty as a police employee.
3. Violation of any departmental rules or regulations

- **Post-employment Offer / Conditional Employment Offer Testing:**
  - **Medical examination / Drug screen**
  - **Psychological examination**
- **It is the policy of the Village of Glendale Heights and the Glendale Heights Police Department that unsuccessful applicants are eligible to reapply at the beginning of the next application period.**
  - **Applicants for retesting must follow the complete application process.**
- **The duration of the selection process depends on the number of elements of the process, the number of applicants, and the needs of the Village and Police Department.**

### *Our Mission*

*"Working in partnership with our community to maintain safe and secure neighborhoods, reduce crime, and improve the quality of life for our citizens through ethical, courteous and professional police service."*