



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.

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 [ ] Part-Time [ ] Seasonal/Summer [ ] How did you hear about position?	

APPLICANT INFORMATION		
Last Name:	First:	Middle Initial:
Street Address:		Apartment/Unit #:
City:	State:	Zip:
Email Address:		
Cell Phone:		
Home Phone:		
Driver's License Number:		
Are you authorized to work in the U.S.?	Yes [ ] No [ ]	
Have you ever been employed by us?	Yes [ ] No [ ]	If so, when?
Are you currently employed?	Yes [ ] No [ ]	Date you are available to work?

**EDUCATION**

High School	Address		
From:                      To:	Did you graduate?    Yes [ ] No [ ]	Diploma	
College	Address		
From:                      To:	Did you graduate?    Yes [ ] No [ ]	Diploma	
Other	Address		
From:                      To:	Did you graduate?    Yes [ ] No [ ]	Diploma	

**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**

Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			
Full Name		Relationship	
Company		Phone	( )
Address			

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

Employer #1		Phone	( )
Address		Supervisor	
Job Title			
Responsibilities			
Start Date		End Date	
Reason for leaving?			
May we contact your previous supervisor for reference?		Yes [ ] No [ ]	
Employer #2		Phone	( )
Address		Supervisor	
Job Title			
Responsibilities			
State Date		End Date	
Reason for leaving?			
May we contact your previous supervisor for reference?		Yes [ ] No [ ]	
Employer #3		Phone	( )
Address		Supervisor	
Job Title			
Responsibilities			
State Date		End Date	
Reason for leaving?			
May we contact your previous supervisor for reference?		Yes [ ] No [ ]	
Note: If you need additional space for employment experience, please continue on a separate sheet or contain in resume.			

**MILITARY SERVICE**

Branch		Start Date		End Date	
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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 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 convictions at the county, state, federal and military 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:

- |   |   |
|---|---|
| <input type="checkbox"/> White                  | <input type="checkbox"/> Hispanic                       |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> 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:

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Please tell us how you heard about the position for which you are applying (EX: newspaper ad, walk-in, friend, current Village employee, etc):

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Thank you for your interest.