



Village of Glenview

Employment Application

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability or any other legally protected status.

Note: Relatives of Village employees will not be considered for employment in the same department in which their family member is working, but will be given equal consideration as an applicant in any other department of the Village. Relatives of elected or appointed Village officials are ineligible for employment with the Village in accordance with our employment practices. Any offer of employment is contingent upon successful completion of a background check, medical and drug screening.

Today's Date _____ Position(s) applied for _____

Personal Information

Name _____
Last First Middle

Home Address _____
Street City State Zip Code County

Daytime Phone _____ Cell Phone _____ Email _____

Are you 18 years of age or older? Yes No When will you be able to start? _____

Are you legally eligible for employment in the U.S.? Yes No (Proof that you are authorized to work in the U.S. will be required upon employment)

Have you ever been convicted of, or pled guilty or nolo contendere to, any crime other than a minor traffic violation? (Please note that you should not disclose any information regarding arrests or sealed or expunged records of conviction.) Yes No

If yes, please explain (Such conviction will not automatically bar you from consideration.):

Are you a U.S. Veteran? Yes No If yes, please provide Branch of Service _____

- An equal opportunity employer -

References - List one current or former supervisor and two professional references (no family members).

Name & Years Known

Telephone number

E-mail Address

1. _____

—

2. _____

Education

3.

Check highest grade completed												College				Post-Graduate	
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2
Name of Institute						City/State						Major				Degree/Certificate Received	
High School																	
College																	
Graduate School																	
Trade School																	
Other																	

Employment History

Current Employer Name & Address		Current Job Title
Name, Title & Phone Number of Immediate Supervisor	Starting Date/Salary	Ending Date/Salary
Description of Responsibilities		
Reason for Leaving		
Employer Name & Address		Job Title
Name, Title & Phone Number of Immediate Supervisor	Starting Date/Salary	Ending Date/Salary
Description of Responsibilities		
Reason for Leaving		
Employer Name & Address		Job Title
Name, Title & Phone Number of Immediate Supervisor	Starting Date/Salary	Ending Date/Salary
Description of Responsibilities		
Reason for Leaving		

Employer Name & Address		Job Title
Name, Title & Phone Number of Immediate Supervisor	Starting Date/Salary	Ending Date/Salary
Description of Responsibilities		
Reason for Leaving		
Employer Name & Address		Job Title
Name, Title & Phone Number of Immediate Supervisor	Starting Date/Salary	Ending Date/Salary
Description of Responsibilities		
Reason for Leaving		

Additional Qualifications:

Please Read and Sign: I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and shall be grounds for immediate discharge if I am hired. I further understand that this application is not intended to be a contract of employment. I authorize investigation of all statements in this application as may be necessary in arriving at an employment decision. I hereby release from liability the Village of Glenview and its representatives for seeking, gathering, or using such information and all other persons, corporations, or organizations for furnishing such information. I also understand that, if hired, I am required to abide by all rules, ordinances and regulations of the Village of Glenview. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Printed Name

Date

We thank you for making application for employment with the Village of Glenview!

