



Human Resources Division
1225 Waukegan Road
Glenview, IL 60025
Tel: 847-904-4462
Fax: 847-904-4467
www.glenview.il.us

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 been convicted of a crime? Yes ___ No ___ (Such conviction will not automatically bar you from consideration)

If yes, please explain: _____

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

References (List three references who are not related to you)

Name	Telephone number	Years known
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Education

Circle 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																	

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!

Equal Employment Voluntary Information

Completion of Information is Voluntary

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. Relatives of Village employees will not be considered for employment in the same department in which their family members is working, but will be given equal consideration as an applicant in any other department of the Village.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse hiring decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations, and will be maintained separately from the employment application itself.

Please Print

Position(s) applied for _____ Date _____

Referral Source

Advertisement Employee Relative Village Website Walk-In

Other Referral Source _____

Applicant Information

Name _____
Last First Middle

Home Address _____
Street State Zip Code County

Home Telephone _____ Gender Male _____ Female _____

Please check of the following Equal Employment Opportunity Identification Groups:

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