

13. Please identify any reasonable accommodations to the work environment that you feel would be necessary for you to perform the essential functions of your job.

14. Give a complete chronological record of all jobs you have held during the last ten years. Start with your present or last job. Include any job-related military service assignments. You may exclude organizations, which indicate race, color, religion, gender, national origin, disability, or other protected status. Attach other pages as necessary.

Employer's Name and Address (Include Zip Code)	From Mo. Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Mo. Yr.	Last Monthly Salary			
Employer's Name and Address (Include Zip Code)	From Mo. Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Mo. Yr.	Last Monthly Salary			
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	To Mo. Yr.	Last Monthly Salary			
Employer's Name and Address (Include Zip Code)	From Mo. Yr.	Starting Monthly Salary	Job Title and Work Description	Reason for Leaving	Supervisor's Name, Title, and Phone #
	To Mo. Yr.	Last Monthly Salary			

15. Are you currently employed? Yes No

If you are currently employed, are you employed full-time or part-time? Full-Time Part-Time

If you are currently employed, may the Village contact your employer? Yes No

16. Have you been discharged or asked to resign from any position that you have held? Yes No

If YES, state the circumstances: _____

17. List below all schools attended, including business and professional, and any special courses taken.

School	School Name, Address, and Phone #	Course of Study	Last Year Attended	Did You Graduate? (Circle)	Type of Diploma or Degree
High School			1 2 3 4	Yes No	
College			1 2 3 4	Yes No	
Graduate School			1 2 3 4	Yes No	
Tech. Training			1 2 3 4	Yes No	
Other			1 2 3 4	Yes No	

18. If you have served in the armed forces, provide the following information:

Branch of Service _____ Entry Date _____ Discharge Date _____

Rank of Service at Time of Discharge _____

Please include any skills, additional training, courses or experience that would be helpful to us in considering your application for employment relating to your military experience.

19. Provide names, addresses, phone numbers (include zip and area codes), and occupations of three persons who are familiar with your qualifications and in addition, character (do not include employers or relatives).

Name and Home Address	Phone	Occupation and Work Address	Work Phone

20. If you have applied for a job with another city or village, please identify the city or village name, position applied for and application date.

21. Have you pled guilty or no contest to or been convicted of any misdemeanor or felony? Note: Answering "yes" does not constitute an automatic bar to employment and will be considered only as it relates to the job. Factors such as age and date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. 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

If yes, give the nature of the offense, date of conviction, penalty imposed for the offense and date of release from prison, if applicable.

Use space below for continued explanation of previous questions.

Question Number	Additional Information and Remarks

Certification, Understanding and Authorization (Please Read Carefully)

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, on this or any other employment form will be sufficient reason not to hire me or will be cause for my dismissal.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment. However, I understand that any employment offered by the Village and accepted by me would be at the will of the Village and later that said employment might be terminated by the Village, with or without cause, at any time with or without notice. I also agree that any Village policies, procedures or benefits may be unilaterally changed, modified or discontinued at any time at the sole discretion of the Village.

I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living. Upon written request within a reasonable period, I can obtain from the Village a written disclosure of the nature and scope of the investigation requested. I hereby authorize those parties to whom this document is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for a position with the Village of Glencoe. I further release from liability any person or persons, office, or institution so providing aforementioned information in connection with this 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 of Applicant

Date

OFFICE USE ONLY	
Date and Time Received	_____
Received by	_____