



A PROUD & PROGRESSIVE  
VILLAGE FOR ALL PEOPLE

## VILLAGE OF GLENDALE HEIGHTS RE-EMPLOYMENT APPLICATION

| APPLICANT GENERAL INFORMATION   |  |                                       |  |
|---|--|---------------------------------------|--|
| Position(s) Applied for:  |  | Date of Re-Application:               |  |
| Last Name:  |  | First Name:                           |  |
| List all previous positions held at Village?  |  |                                       |  |
| What dates were you employed with us?   |  |                                       |  |
| Street Address:   |  | Apartment/Unit #:                     |  |
| City:   |  | State:                                | ZIP:   |
| Home Phone:   |  | Cell Phone:                           |  |
| E-Mail Address:   |  |                                       |  |
| Are you authorized to work in the United States?      YES <input type="checkbox"/> NO <input type="checkbox"/>  |  |                                       |  |
| Are you currently employed?   | YES <input type="checkbox"/> NO <input type="checkbox"/> | May we contact your present employer? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Please list the current employers name, length of time you have been employed with employer, your current job title/role, contact person name and phone number:   |  |                                       |  |
|   |  |                                       |  |
| What date would you be available to start work?   |  |                                       |  |
| Are you related to, have a personal, political, financial, or commercial relationship with the Village of Glendale Heights Village President, any member of the Board of Trustees, or any person currently or previously employed by the Village of Glendale Heights?    * If Yes, provide the information requested below: |  |                                       | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Name: _____ Department: _____ Relationship: _____   |  |                                       |  |
| Name: _____ Department: _____ Relationship: _____   |  |                                       |  |

### Additional Information

Describe any specialized training, apprenticeships, skills, education and certifications obtained since last application:

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

### 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 re-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 re-hired.

If applicable, I understand that my re-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:

Date: