

MORTON GROVE POLICE DEPARTMENT

The Morton Grove Police Department is accepting applications for the position of

School Crossing Guard

This is a seasonal, part-time civilian position.

Salary: \$14.25 per hour

Applications and job requirements are available on-line at www.mortongroveil.org or at the Morton Grove Police Department.

The successful candidate can choose to work one hour in the morning between 7am – 9am and/or one hour in the afternoon between 2pm – 4pm.

(Please note that due to the quarantine, above schedule may be slightly different)

AN EQUAL OPPORTUNITY EMPLOYER

MORTON GROVE POLICE DEPARTMENT



INFORMATION SHEET - SCHOOL CROSSING GUARD

Please read this information sheet and the attached sheets very carefully so there will be no misunderstanding of what you can expect and what is expected of you.

YOU CAN EXPECT:

- A. \$14.25 per hour.
- B. This is a part-time/seasonal crossing guard position.
- C. Basic crossing guard uniform and equipment will be provided by the department.

REQUIREMENTS:

The following items **MUST** be returned with the employment application:

1. Completed application
2. Copy of birth certificate
3. Copy of high school or college diploma
4. Signed disclosure, authorization and consent form

All required paperwork must be submitted with the application and will not be returned to you.

You can submit your application and required paperwork via email to pdhr@mortongroveil.org or drop off at the Morton Grove Police Department at 6101 Capulina Avenue, Morton Grove, IL 60053.

For more information, please contact Records Coordinator Claire Siau at 847/470-5200.

MORTON GROVE POLICE DEPARTMENT



EXTERNAL JOB POSTING ANNOUNCEMENT

Job Title: Part-time School Crossing Guard		Department: Police Department
Apply at: Morton Grove Police Department, 6101 Capulina Avenue, Morton Grove, IL 60053		
Classification: Seasonal part-time, non-exempt.		
Posting Dates: April 28, 2021	Closing Date: UNTIL FILLED	Salary Range: \$14.25 / hour
<p><u>Principal Purpose of Job:</u> Under the supervision of the Manager of Support Services observes traffic at a designated crossing and provides safe passage to children and other pedestrians crossing streets; controls, stops and directs vehicular and pedestrian traffic; requests police assistance with traffic or pedestrian problems. Provides first aid treatment to injured children when necessary.</p>		
<p><u>Level of Authority:</u> Performs assigned responsibilities with occasional to limited supervision in accordance with established policies, rules, standard practices, and established precedent, with matters requiring deviation from policy or standard practice normally referred to the next higher level for decision or direction. May be required to take action independently in situations requiring quick and sound decisions, where incorrect decision or action could result in serious risk of physical harm to self or other individuals and property, legal liability for self or department, or detrimental public view of the department.</p>		
<p><u>Work Environment:</u> Work is performed outdoors under diverse weather conditions. Employee will be exposed to moving traffic, fumes and airborne particles. Noise levels are usually moderate. Work requires manual dexterity, hearing and visual acuity, hand-eye coordination, depth perception, bending, twisting, kneeling, running, walking and standing. Employee may occasionally lift and/or move up to 25 pounds. Working time may require irregular hours.</p>		
<p><u>Qualifications:</u> Minimum of 18 years of age, high school graduate or equivalent. Must be able to work outdoors in varying weather conditions. Must be able to work with children and to instruct them in the need of crossing streets in a safe manner. Must be able to understand and carry out simple and oral written instructions. Must be able communicate effectively in writing and orally. Must be a self-starter, work independently and be able to exercise judgment under stress. Must hold a valid Illinois driver's license and clear driving record. Must have own transportation to assigned post. Must pass background check including but not limited to a polygraph, medical examination and drug screen.</p>		
<p>The Village of Morton Grove is an Equal Opportunity Employer</p>		



EMPLOYMENT APPLICATION

VILLAGE OF MORTON GROVE APPLICATION FOR EMPLOYMENT

It is the policy of the Village of Morton Grove to comply with all Federal and State employment laws. The Village of Morton Grove is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, citizenship, mental status, physical or mental handicap, or disability, military status, unfavorable discharge from military services, or any other unlawful basis in the recruitment, selection, or employment of employees.

AVAILABILITY OF ACCOMMODATION

If you require any assistance or accommodation in the application or interview process, please contact the Office of the Village Administrator at (847) 470-5220.

PERSONAL INFORMATION (Please Print)

Name _____
Last First Middle

Current Address _____
Number/Street City State Zip

Permanent Address _____
Number/Street City State Zip

Phone Number (_____) _____ (_____) _____
Daytime Evening

Have you ever filed an application with the Village of Morton Grove?

YES NO Yes, give date of application: _____

Have you ever been employed by the Village of Morton Grove?

YES NO Yes, give dates of employment: _____

Are you currently employed?

YES NO

May we contact your employer? YES NO

EMPLOYMENT DESIRED

Position for which you are applying: _____

Other positions for which you would like to be considered: _____

Earliest date you can start work: _____



EMPLOYMENT APPLICATION

EDUCATION

Please list every educational institution you have attended, including technical or trade schools, beginning with high school:

Name of School	Major/Course of Study	Degree Earned

SPECIAL SKILLS

EMPLOYMENT EXPERIENCE

Please list all work experience relevant to the position for which you are currently applying:

Employer (address/phone)	Dates of Employment	Major Responsibilities	Reason for Leaving	Final Salary



EMPLOYMENT APPLICATION

APPLICANT CERTIFICATION

I hereby certified that the statement set forth in this application for employment are true, accurate, and complete to the best of my knowledge and understand that any misrepresentations or omissions of fact made by me on this application or in my interview(s) shall be sufficient cause for my disqualification for employment or termination of employment, if hired. I understand that this application and records provided become property of the Village of Morton Grove.

I hereby authorize the Village of Morton Grove to conduct work history and reference checks including information obtained through personal interviews with persons named as employers in references, to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act*, 820 ILCS 40/0.01 *et seq.*, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me. Further, I hereby release the officers, agents, employees, and directors of each of my current and past employers and the Village of Morton Grove its officers, agents, and employees, from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance.

I understand that an offer of employment is contingent upon my satisfactorily completing and submitting the requisite I-9 form as required by the Village of Morton Grove and by Federal or State law.

Signature of Applicant

Date

Do Not Write in This Area – For Office Use Only

Received by: _____ Date received: _____

Application complete: YES NO Missing information: _____

DISCLOSURE, AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

This authorization and consent for release of personal information acknowledges that the Village of Morton Grove ("Village") and/or its agents, may now, or at any time while I am employed by the Village, conduct investigations with regard to me, whether the records are of a public, private or confidential nature. The investigation may be conducted by a consumer reporting agency or another outside service company engaged by the Village for this purpose and may concern information pertaining to my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living. These investigations might include, but are not limited to: searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by me; workers' compensation reports; records from the U.S. Veterans Administration; criminal conviction information on file in local, state or federal agencies; motor vehicle records; and interviews of previous employers, co-workers, associates and other references.

I understand that this information will be used to determine work assignment or employment eligibility under the Village's employment policies. Therefore, I authorize and give consent for full release of records (either in oral or written form) to the authorized representatives of the Village. In addition, I release and discharge the Village and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the *Fair Credit Reporting Act*, 15 USC §1681, I am entitled to know whether employment was denied or another employment decision was based upon the information contained in a consumer report and to receive upon written request, a disclosure of such report. I further understand that if an investigative consumer report, which includes information obtained through personal interviews with previous employers, co-workers, associates and other references, is prepared with regard to me, I am entitled to be informed of the nature and scope of the investigation within five (5) days of my written request for same to the Village, or within five (5) days of the date the report was first requested by the Village, whichever is later.

After reading this document, I fully understand its contents and authorize the background verification.

Printed Name: _____

Street Address: _____ City, State and Zip: _____

Telephone No.: _____ Social Security: XXXXXXXXXX

Maiden Name (if any): _____

Driver's License No.: _____ State: _____

Signature

Witness