



COMMISSION/COMMITTEE APPLICATION FORM

**VILLAGE OF RICHTON PARK
RICHTON PARK, ILLINOIS**

Name _____

Present Address _____
Street Address City State Zip Code

Telephone Number (____) _____ Work Number (____) _____

Occupation _____ Spouse's Name _____

Employer: _____ Years: _____

Previous Employer: _____

Number of Years You Have Lived in Village _____ What Neighborhood: _____

Highest Level of Education: _____

Clubs, Organizations, Awards, Honors: _____

Commission/Committee Applying for: (Mark one or more)
(There is a detailed explanation of each Commission/Committee attached)

Fire & Police Commission	_____	Police Pension Fund Trustees	_____	Planning & Zoning Commission	_____
Parks & Recreation Commission	_____	Mediation Corps	_____	Human Relations Commission	_____
Veterans Committee	_____	Senior Citizen Advisory Comm	_____	Beautification Committee	_____
Scholarship Committee	_____	Economic Development Comm	_____	Sister Cities Committee	_____

Have you ever served on a government board, committee or commission in Richton Park or elsewhere? _____
If yes, please describe the position you held.

Please state what you feel you can contribute to the commission or committee for which you are applying. (Use separate sheet if necessary)

Please indicate areas of interest or particular topics and concerns relating to the Village that have prompted you to be interested in appointment to a position with a Commission or Committee.

Please attach a copy of your resume. If a resume is not available, please summarize your work experience and any special skills and qualifications you have relating to the position for which you are applying.

Please remit application to:

Richard Reinbold, Village President
Village of Richton Park
4455 Sauk Trail
Richton Park, IL 60471

We greatly appreciate your interest in appointment to a position on one of our Commissions or Committees. Your interest in serving your community is commended and we look forward to the opportunity to work with you in the future.

Richard Reinbold, Village President and Board of Trustees

Commissions/Committees Duties and Responsibilities

Fire & Police Commission – The commission consists of three individuals: Chairman, Secretary and Member. They are required to hold and attend a minimum of four Quarterly Meetings a year. Also, when needed, the commission holds Special Meetings. The commissioners attend Spring & Fall Conferences. It is during these conferences that they receive their training; and, attend general sessions for updates to the law and statutes. The commissioners participate in the Entry Level Police Officer testing and oral interviews to establish the Preliminary and the Final lists. The commissioners are involved in the pre-employment testing and hiring of police officers. The commissioners also participate in the Corporal and Sergeant Promotional testing and oral interviews to establish the Preliminary and the Final lists. The commissioner’s review and update the police department’s Rules & Regulations.

Police Pension Fund Trustees - The police pension board oversees the contributions, investments and distribution of all full time police officer’s pensions. It has two mayor appointed positions, two elected full time officers and one elected retired member. Each position is a two year term. A person who sits on this board would be required to attend four meetings a year (quarterly) and any special scheduled meetings. They also are required to attend a 32 hour statute required initial training and a yearly 16 hour required training.

Planning & Zoning Commission - The Village of Richton Park's Planning and Zoning Commission shall consist of seven (7) members appointed by the President and the Board of Trustees. Each member shall be appointed to serve a term of five (5) years.

The Planning and Zoning Commission is hereby vested with the following jurisdiction and authority:

1. Prepare and recommended to the Board of Trustees a comprehensive plan, which shall be known as the Official Plan of the Village which shall include all the territory within another municipality.
2. Prepare and recommend to the Village Board from time to time changes in the Official Plan.
3. Prepare and recommend from time to time recommendations for implementation of the Official Plan
4. To hold public hearings on proposed amendments to the Village Zoning Ordinance and Development Code.
5. Review of requests of plats of subdivision as outlined in the Village Development Code.
6. Review of site plans as required by the Village Zoning Ordinance and Development Code.
7. Review of other policy issues that the Village Board may forward to the Planning and Zoning Commission for recommendation.
8. To hear and decide upon from any order, requirement, decision or determination made by the Zoning Administrator under this ordinance.
9. To hear and pass upon application for variations from the terms provided in this Zoning Ordinance in the manner prescribed by, and subject to, the standards established herein.

Parks & Recreation Commission – It shall be the duty and responsibility of the Commission to perform the following duties:

- (a) Work with the Parks and Recreation Director by offering program ideas and assisting in the planning of new programs and special events, and ensure that the programs offered are diverse and safe.
- (b) Work with the Director of Parks and Recreation to formulate short and long term park development goals.
- (c) Provide guidance regarding the implementation of programs and special events.
- (d) Provide assistance to the Director with fund raising efforts.
- (e) Serve as an ambassador for the Parks and Recreation Department in the Village as to assist in determining the wants and desires of the community.
- (f) Undertake a periodic review of the department budget for the purpose of understanding program development.
- (g) The Chairperson or designee will provide reports as warranted to the Board of Trustees during regularly scheduled Village Board meetings.
- (h) Provide guidance and input with the development of the Village Board newsletter.

Economic Development Commission – It shall be the duty and responsibility of the Commission to perform the following duties:

- (a) Review the history and existing studies and planning ordinances of the Village;
- (b) Conduct such studies as are necessary to gather information within the area of economic development;

(c) Review and recommend areas for economic development within the Village and the types of development recommended for these areas;

(d) Conduct a comprehensive review of the financial alternatives which are available and feasible for the Village to use to encourage economic growth, including, but not limited to, industrial revenue bonds, community development block grant funds, Federal economic development programs, tax incremental financing, commercial development bonds and MFT for road construction in commercial areas;

(e) Study both long term and short term activities to be recommended to the Board of Trustees; and

(f) Study any and all other matters that are pertinent to the subject of economic development as may seem appropriate.

Human Relations Commission – It shall be the duty and responsibility of the Commission to perform the following duties:

The Commission shall administer this chapter and adjudicate complaints alleging violations of any of the provisions of Section [624.05](#). The Commission shall have and may exercise the following powers to implement the policy in Section [624.01](#):

(1) To receive and investigate complaints charging unlawful discriminatory acts and unfair housing practices;

(2) To initiate complaints charging unlawful discriminatory acts and unfair housing practices;

(3) To endeavor, by conciliation, to resolve any such complaint;

(4) To hold adjudicative hearings, make findings of fact and issue administrative orders and render advisory decisions with respect to any such complaints and orders in accordance with this chapter;

(5) To subpoena witnesses, compel their attendance, administer oaths, take sworn testimony, and, in connection therewith, require the production for examination of any document relating to any matter under investigation or in question before the Commission, and enforce such powers by proper petition to any court of competent jurisdiction.

Witnesses summoned before the Commission or a subcommittee of the Commission shall be paid the same fees and mileage that are paid witnesses in the circuit court of the State.

The Chairman of the Commission or the Commission member conducting the hearing is hereby authorized to administer oaths and is required to provide for the preservation of all testimony taken by the Village and to publish its findings of fact and recommendations in accordance with this chapter.

(6) To recommend, when it deems necessary, educational and other programs designed to promote the purposes of this chapter;

(7) To recommend actions to obtain legislative, administrative or judicial relief and to support such actions to the degree commensurate with the Commission's status as a Village commission;

(8) To gather and provide for the exchange of information, relative to the provisions of this chapter among real estate agents, lending institutions, developers, employers, Municipal officials, community organizations and other persons, with an interest in effective enforcement of this chapter;

(9) To render at least once a year to the corporate authorities a written report of the Commission's activities and recommendations with respect to fair housing practices, which report shall be made public after submission to the corporate authorities;

(10) To prepare and submit to the corporate authorities a budget for the operation and staffing of the Commission;

(11) To adopt such rules and regulations as the Commission may deem necessary or desirable for the conduct of its business and to carry out the purposes of this chapter;

(12) To gather current information on all Federal or State funded housing, Section 8 or other Federal programs relevant to housing financing, sales or rentals in the Village;

(13) To engage the services of an attorney, when required, subject to the approval of the corporate authorities; and

(14) To do such other acts as are necessary and proper to perform those duties with which the Commission is charged under this chapter.

Mediation Corps - The Mediation Corps is a service of the Village of Richton Park provided by residents trained in the techniques of mediation. It is available to residents or businesses who wish to settle conflicts voluntarily through peaceful means.

Senior Citizen Advisory Committee - The Senior Citizen Advisory Committee is established to enhance the quality of life for senior citizens in the Village of Richton Park.

Beautification Committee – It shall be the duty and responsibility of the Committee to perform the following duties:

- (1) Plan each year's beautification award campaign.
- (2) Determine the type of awards to be given to the individual winners.
- (3) Observe all properties in the Village and make recommendations to the general body of the Committee which of those properties observed they feel should be considered for special recognition.
- (4) Once all of the recommendations are made, score each property according to prior criteria established by the Committee. Properties that score the highest shall be awarded recognition. In the event that any particular property's score is equal to that of another like property, duplicate recognition shall be awarded.
- (5) Report to the Board of Trustees, in writing, the winners of the campaign.

*Members of the Committee and their relatives shall not be eligible for any award.

Scholarship Committee - The Scholarship Committee publicizes scholarships, accepts and reviews scholarship applications and makes their recommendations of winners to the Board of Trustees.

Veterans Committee - The Veterans Committee will acknowledge and honor veterans who previously or currently reside in the Village of Richton Park. The Committee shall be responsible for the planning and implementation of the community's annual Veterans Day Ceremony held on the First Saturday of November, ensuring the event reflects Richton Park's respect and appreciation of the many sacrifices made by our honorable military personnel on behalf of our country. The committee may also oversee the future planning and erection of a permanent Veterans Memorial site within the Village of Richton Park.

Sister Cities Committee - It shall be the duty and responsibility of the Committee to perform the following duties:

- (a) To work with Village staff in order to develop and recommend policies for the operation of the Sister Cities program.
- (b) To assist the Village in coordinating present and future Sister City relationships.
- (c) To recommend promotion and fundraising activities for the Sister Cities program as appropriate.
- (d) To research and recommend to the President and Board of Trustees potential Sister Cities.
- (e) To work with other local governmental bodies to achieve the social and educational benefits arising out of establishing a Sister City relationship.
- (f) To recommend programs and affiliations with potential Sister Cities.



APPLICATION FOR EMPLOYMENT

VILLAGE OF RICHTON PARK RICHTON PARK, ILLINOIS

(Please use ink or typewriter)

Date: _____

1. Name _____
2. Position Applied For _____
3. Present Address _____
Street Address City State Zip Code
4. Telephone Number () _____ Social Security Number _____
5. Are you a citizen of the U.S.? _____ If naturalized, give date _____
6. Have you ever been convicted of a crime? If so, what? _____

7. Can you operate an automobile? _____ Driver's License Number _____
What other types of equipment can you operate? _____

8. In the blanks that follow, please give a detailed statement of your education, including dates:
 - A. High School – Name and Location _____
Attended from 19____ to 19____. Highest grade completed _____
Did you graduate? _____ Major courses _____
 - B. College – Name and location _____
Attended from 19____ to 19____. Major subjects _____
_____ Diploma or Degree _____
9. If now employed, are you willing to let us ask your present employer about your work? _____

10. List below your complete employment history, omitting temporary positions. Temporary positions should be included under Item #12. List any periods of unemployment.

(Present Position) From _____ To _____

Employer: _____

Address: _____

Supervisor: _____ Reason for Leaving: _____

Nature of Duties: _____

(Last Previous Employer) From _____ To _____

Employer: _____

Address: _____

Supervisor: _____ Reason for Leaving: _____

Nature of Duties: _____

From _____ To _____

Employer: _____

Address: _____

Supervisor: _____ Reason for Leaving: _____

Nature of Duties: _____

From _____ To _____

Employer: _____

Address: _____

Supervisor: _____ Reason for Leaving: _____

Nature of Duties: _____

11. You may indicate in the spaces below such experience and training you have had or specialized ability which, in your opinion, will qualify you for the position for which this application is filed. Also include temporary positions which you feel help you to qualify for this position. _____

12. I hereby certify that there are no willful misrepresentations in or falsifications of the above statements and answers to questions. I am aware that should an investigation disclose such misrepresentations and falsifications, my application will be rejected, or if employed, I will be subject to dismissal.

SIGNED: _____

DATE: _____

FOR OFFICE USE ONLY

Interview Date: _____

Physical Date: _____

Date Hired: _____

**VILLAGE OF RICHTON PARK
AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION WAIVER**

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Village of Richton Park. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the appropriate department.

I hereby authorize any representative of the Village of Richton Park bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Village of Richton Park, whether said records are public, private, or confidential nature. The intent of the authorization is to give my consent for full and complete disclosure, I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Village of Richton Park to consider in determining my suitability for employment in said organization. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, background and reputation, military service records, medical records, educational records, financial records, criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, whether criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Village of Richton Park regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Village of Richton Park's acceptance and processing of my application for employment, I agree to hold you and your agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Richton Park. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

A photocopy of FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of three (3) years from the date of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented, all agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

_____ PRINT (full name including maiden name)	_____ Date of Birth
_____ Address	_____ Social Security Number
_____ City, State, Zip Code	_____ Telephone (include area code)
_____ Driver's License Number	_____ Email Address
_____ Sign	_____ Date
_____ Department	_____ Position Applied For
	_____ Department Head