

# HOW TO APPLY

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WELCOME to the Village of Hanover Park  
online employment application system!

[www.hpiljobs.org](http://www.hpiljobs.org)

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- Search and apply for positions 24 hours a day, 7 days a week.
- Apply from any location with Internet access.
- NEOGOV Applicant Support Center **Online** help 24/7 and **Live** help during business hours: **Toll-Free 1 (877) 204-4442**
- Apply for multiple jobs without re-entering application information.
- Receive notice when a position you are interested in becomes available.
- Check the status of your application at your convenience.



## Index

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Search for a job .....	02	Create an application ahead of time.....	13
Create an account .....	02	Updating your information .....	13
Create an application .....	03	Check the status of your application.....	14
Edit your personal information .....	04	Create a free e-mail account.....	15
Add your education.....	05		
Add your work history.....	06		
Add your certificates and licenses .....	07		
Add skills and additional information .....	08		
Add references .....	09		
Add resume .....	10		
Add attachments.....	10		
Agency-wide and supplemental questions .....	11		
Confirm and submit your application .....	12		



**NOTE :** *If you already have an application in our online system, you DO NOT need to recreate a new application every time you apply for a position.*

*Apply for new jobs with a previously created application by simply clicking on **“To apply for the position of – job title – click here”**. You will be given the opportunity to update your information and tailor it to the job you are currently applying for.*

## Search for a job

1. Go to [www.hpiljobs.org](http://www.hpiljobs.org)
2. Review the list of open positions.

1 record found.  
Page # 1 of 1

Position	Emp. Type	Salary	Closing Date
Administrative Assistant	Full-Time	\$36,069.00/Year	07/16/10

Page # 1 of 1

3. Click on the job title you are interested in applying for.
4. Carefully review the description to ensure you meet the requirements for the position.
5. Click **"Apply"** link.

**Job Opportunities** powered by NEOGOV

**Job Title:** Administrative Assistant  
**Closing Date/Time:** Fri. 07/16/10 5:00 PM Central Time  
**Salary:** \$17.34 Hourly  
 \$36,069.00 Annually  
**Job Type:** Full-Time  
**Location:** 2121 W. Lake Street, Hanover Park, Illinois

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p><b>SUMMARY</b>            Under direction of the Assistant Village Manager, makes independent decisions, within limits defined by the Assistant Village Manager, requiring knowledge of the Village's and the Village Manager's Office's policies, rules, regulations, and functions. Exercises considerable independent judgment in making determinations on various important problems that do not involve deviations from established policies and</p>		

6. If this is your first time applying for a job with the Village of Hanover Park, you will need to set up an account. If you have applied for a job using HPIL web site before, enter your login and password and click on the **"Login"** button. Review your information, answer supplemental questions (if any) and submit your application.

 **NOTE:** e-mail address cannot be shared on our online application process. Each person applying for a job needs their own e-mail address.

## Create an account

1. To set up an account click **"Create an account"**.

**Login**

**Are you registered?**

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

**Username:**   
**Password:**

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

2. Enter all the required information and click **"Save"**.

**Job Opportunities**

**Request New Job Seeker Account**

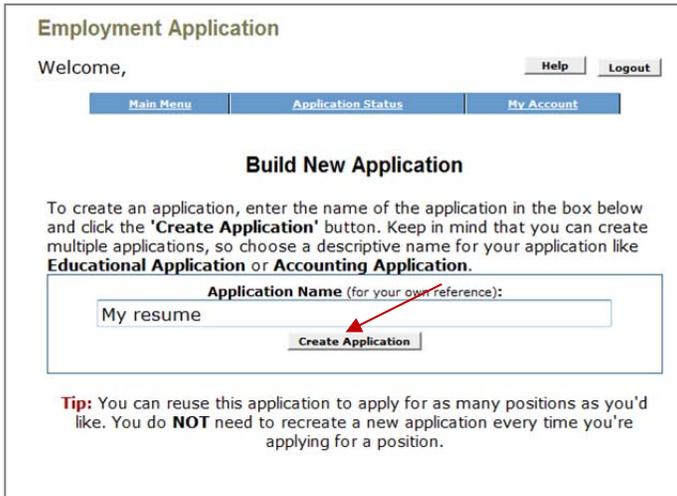
\* First Name   
 Middle Initial   
 \* Last Name   
 Primary Phone   
 Alternate Phone   
 \* Email   
 \* Notification Preference == Select ==  
 By which method would you prefer to be notified about application status, testing dates and examination results?  
 \* Address 1   
 Address 2   
 \* City   
 \* State == Select ==  
 \* Zip   
 Country == Select ==  
 \* Username   
 Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe25  
 \* Password   
 Password must contain at least one letter (any case)  
 Password must contain at least one number  
 Password must contain at least one special character  
 Password must be at least 8 characters long  
 \* Confirm Password   
 Password Hint   
 Tip: If you forget your password, you can click on [Lost Password](#) and you will receive an email to reset your password.

If you do not have an e-mail account, you can set up a free account at Yahoo, Google or Hotmail. For information about how to set up your free account, please see **"To Create a Free E-mail Account"**, page 15.

 **TIP:** Write down your login and password. You will not be able to create another account using the same e-mail address. You will need this information each time you apply online with the Village of Hanover Park.

## Create an Application

1. Click on the **“Create Application”** button.
2. Enter a title for your application.



**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Build New Application**

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):  
 [Create Application](#)

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

3. Click **“Create Application”** button again, to start filling in your information.



**Job Opportunities**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Thank you for registering with GovernmentJobs.com. Your account is now active.

In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.

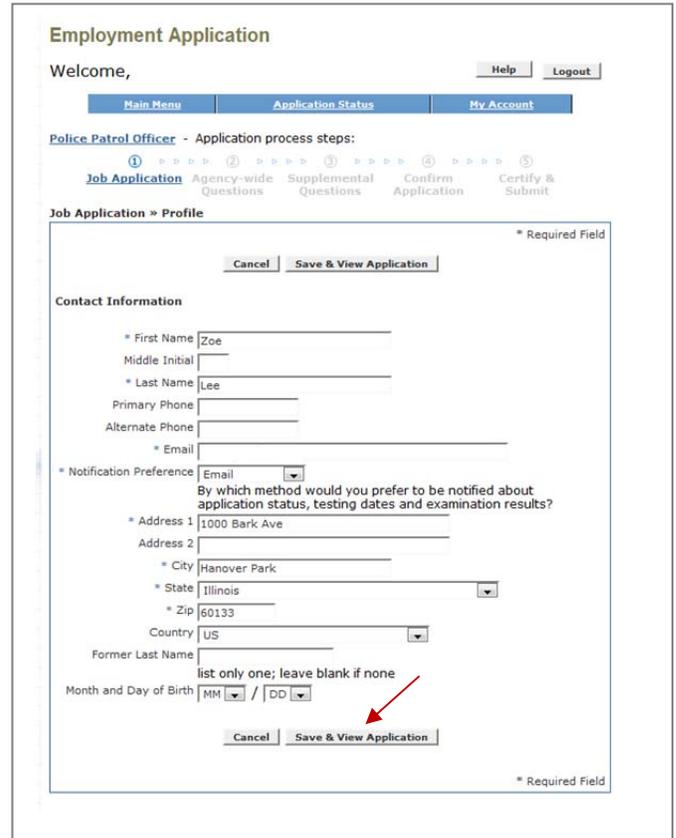
[Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

4. Enter your personal profile information.
5. Click on **“Save and View Application”** button.



**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:  
 ① Job Application >>>> ② Agency-wide Questions >>>> ③ Supplemental Questions >>>> ④ Confirm Application >>>> ⑤ Certify & Submit

**Job Application » Profile** \* Required Field

[Cancel](#) [Save & View Application](#)

**Contact Information**

\* First Name   
 Middle Initial   
 \* Last Name   
 Primary Phone   
 Alternate Phone   
 \* Email   
 \* Notification Preference   
 By which method would you prefer to be notified about application status, testing dates and examination results?  
 \* Address 1   
 Address 2   
 \* City   
 \* State   
 \* Zip   
 Country   
 Former Last Name   
 Month and Day of Birth  /   
list only one; leave blank if none

[Cancel](#) [Save & View Application](#)

\* Required Field

 **TIP:** You can reuse this application to apply for as many positions as you like. You do **NOT** need to recreate a new application every time you apply for a position.

 **NOTE:** Fields marked with an asterisk (\*) are required information and must be completed.



# HOW TO APPLY

## Edit Your Personal Information

1. Click on the **“Edit Personal Information”** link and enter your educational history.

2. Enter the required information.
3. Click on **“Save and View Application”** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application >> Review \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

---

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Notification Preference: Email

Former Last Name: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Month and Day of Birth: 02/26

---

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois , L123-4567-8910 , Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

---

**Preferences** [Edit Preferences](#)

Preferred Salary: \_\_\_\_\_

Are you willing to relocate?  Yes  No

Types of positions you will accept: \_\_\_\_\_

Types of work you will accept: \_\_\_\_\_

Types of shifts you will accept: \_\_\_\_\_

**Objective**

---

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

Office Skills: 0 [Edit](#)

Typing: 0

Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

**Resume** [Edit Resume](#)

Text Resume

**Attachments** [Add Attachment\(s\)](#)

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

**Job Opportunities**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application >> Other Personal Information \* Required Field

[Cancel](#) [Save & View Application](#)

---

**Other Personal Information**

Do you possess a valid Driver's License?

Yes, I possess a valid Driver's License

No, I do not possess a valid Driver's License

Driver's License State: Illinois

Driver's License Number: L123-4567-8910

Driver's License Class: B

\*Can you, after employment, submit proof of your legal right to work in the United States?

Yes, I can submit proof of my legal right to work in the United States after employment

No, I cannot submit proof of my legal right to work in the United States after employment

\*What is your highest level of education?

Some College

[Cancel](#) [Save & View Application](#)

\* Required Field

4. Click on **“Edit Preferences”** link.
5. Enter the required information.
6. Click on **“Save and View Application”** button.

**Job Opportunities**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application >> Preferences \* Required Field

[Cancel](#) [Save & View Application](#)

---

**Preferences**

What is your minimum compensation requirement?

\$ \_\_\_\_\_ per year \$ \_\_\_\_\_ per hour

Are you willing to relocate?

Yes  No  Maybe  No Response

Enter any comments regarding relocation: \_\_\_\_\_

What type of job are you looking for?

Regular  Temporary  Seasonal  Internship

What types of work will you accept?

Full Time  Part Time  Per Diem

What shifts are you available to work?

Day  Evening  Night

Rotating  Weekends  On Call (as needed)

**Objective**

State your objective

\_\_\_\_\_

[Cancel](#) [Save & View Application](#)

\* Required Field

## Add your education

- Click on the **"Add Education"** link and enter your educational history.

- Click **"Save and Add Another"** button.
- Follow steps #1 and # 2 to enter your complete education history.
- When you are done click **"Save and View Application"** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Police Patrol Officer - Application process steps:

1 [Job Application](#) 2 [Agency-wide Questions](#) 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Review \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email: \_\_\_\_\_  
Notification Preference: Email

Home Phone: \_\_\_\_\_  
Former Last Name: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_  
Month and Day of Birth: 02/26

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois, L123-4567-8910, Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences** [Edit Preferences](#)

Preferred Salary: \_\_\_\_\_  
Are you willing to relocate? \_\_\_\_\_

Types of positions you will accept: \_\_\_\_\_  
Types of work you will accept: \_\_\_\_\_  
Types of shifts you will accept: \_\_\_\_\_

**Objective**

\_\_\_\_\_

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0  
Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

**Resume** [Edit Resume](#)

Text Resume

**Attachments** [Add Attachment\(s\)](#)

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Police Patrol Officer - Application process steps:

1 [Job Application](#) 2 [Agency-wide Questions](#) 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Education \* Required Field

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

**Education History**

\* Type of School  
College

\* Name of School \_\_\_\_\_  
School Web Site \_\_\_\_\_

\* City \_\_\_\_\_

\* State  
== Select State ==

Country  
US

Start Month / Start Year  
== Select Month == / \_\_\_\_\_

End Month / End Year  
== Select Month == / \_\_\_\_\_

Did you graduate?  
 Yes, I graduated from this school  
 No, I did not graduate from this school

College Major/Minor \_\_\_\_\_

Units Completed  
 Semester units  
 Quarter units

\* Degree Received  
 == Select Degree Received ==

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

 **TIP:** You must enter all of your qualifying education in this section of the application. Incomplete applications may be discarded from the recruitment process.



# HOW TO APPLY

## Add your Work History

1. Click on the **“Add Work Experience”** link and enter your work history.

2. Click **“Save and Add Another”** button.
3. Follow steps #1 and # 2 to enter your complete work history.
4. When you are done, click **“Save and View Application”** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Police Patrol Officer - Application process steps:

1 [2](#) [3](#) [4](#) [5](#)

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Review \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email: \_\_\_\_\_  
Notification Preference: Email

Home Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_

Former Last Name: \_\_\_\_\_  
Month and Day of Birth: 02/26

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois, L123-4567-8910, Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences** [Edit Preferences](#)

Preferred Salary: \_\_\_\_\_

Are you willing to relocate? \_\_\_\_\_

Types of positions you will accept: \_\_\_\_\_  
Types of work you will accept: \_\_\_\_\_  
Types of shifts you will accept: \_\_\_\_\_

**Objective**

\_\_\_\_\_

**Education** [Add Education](#)

\_\_\_\_\_

**Work Experience** [Add Work Experience](#)

\_\_\_\_\_

**Certificates and Licenses** [Add Certificates or Licenses](#)

\_\_\_\_\_

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0  
Data Entry: 0

**Additional Information** [Add Additional Information](#)

\_\_\_\_\_

**References** [Add Reference](#)

\_\_\_\_\_

**Resume** [Edit Resume](#)

Text Resume

**Attachments** [Add Attachment\(s\)](#)

\_\_\_\_\_

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Police Patrol Officer - Application process steps:

1 [2](#) [3](#) [4](#) [5](#)

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Work \* Required Field

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

**Work History**

\* Company/Agency Name \_\_\_\_\_

Web Site \_\_\_\_\_

Address \_\_\_\_\_

\* City \_\_\_\_\_

\* State \_\_\_\_\_  
International

Zip Code \_\_\_\_\_

Country \_\_\_\_\_  
US

Phone Number \_\_\_\_\_

\* Start Month / Start Year  
== Select Month == / \_\_\_\_\_

\* End Date (Month/Year)  
End Month / End Year  
== Select Month == / \_\_\_\_\_

Position Title \_\_\_\_\_

\* Hours Worked Per Week \_\_\_\_\_

Number of Employees Supervised \_\_\_\_\_

Monthly Salary \$ \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Title of Supervisor \_\_\_\_\_

May we contact this employer?  
 Yes, you may contact this employer  
 No, you may not contact this employer

Reason for Leaving \_\_\_\_\_

\* Duties Summary \_\_\_\_\_

[Cancel](#) [Save & View Application](#) [Save & Add Another](#) [Spell Check](#)

\* Required Field

**TIP:** You must enter all of your qualifying work experience in this section of the application. Incomplete applications may be discarded from the recruitment process. Having work history information on your attached resume is NOT sufficient.



# HOW TO APPLY

## Add your Certificates and Licenses

1. Click on the **“Add Certificate and Licenses”** link and enter your certificates and licenses. If you don’t have any skip to the next section.

2. Click **“Save and Add Another”** button.
3. Follow steps #1 and # 2 to include additional certifications and licenses.
4. When you are done, click **“Save and View Application”** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 **Job Application** 2 **Agency-wide Questions** 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » **Review** \*

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email:   
Notification Preference: Email

Home Phone:   
Alternate Phone:   
Former Last Name:   
Month and Day of Birth: 02/26

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois , L123-4567-8910 , Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences** [Edit Preferences](#)

Preferred Salary:   
Are you willing to relocate?

Types of positions you will accept:   
Types of work you will accept:   
Types of shifts you will accept:

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0   
Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

**Resume** [Edit Resume](#)

Text Resume   
Attachments [Add Attachment\(s\)](#)

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 **Job Application** 2 **Agency-wide Questions** 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » **Licenses** \*

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

**Certificates and Licenses**

\* Type   
|

\* Month Issued / Year Issued   
| == Select Month == / |

\* Expiration Month / Expiration Year   
| == Select Month == / |

Number   
|

Issued By   
|

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

\* Required Field



# HOW TO APPLY

## Add Skills & Additional Information

1. Click on the **"Add Skills"** link and enter office, language and any other skills.

**Employment Application**

Welcome, [Help](#) [Logout](#)

Main Menu Application Status My Account

Police Patrol Officer - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Review \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email: Notification Preference: Email

Home Phone: Alternate Phone:

Former Last Name: Month and Day of Birth: 02/26

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois , L123-4567-8910 , Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences** [Edit Preferences](#)

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Objective

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#) [Edit](#)

Office Skills

Typing: 0

Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

**Resume** [Edit Resume](#)

Text Resume

**Attachments** [Add Attachment\(s\)](#)

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

2. Click **"Save and Add Another"** button.
3. Follow steps #1 and # 2 to enter additional qualifying language or work skills.
4. When you are done click **"Save and View Application"** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

Main Menu Application Status My Account

Police Patrol Officer - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Skills \* Required Field

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

**Office Skills**

Typing: 80 net WPM

Data Entry: 0 net KPH

**Languages Other Than English**

Language: Other

I can speak in this language

I can read in this language

I can write in this language

Language	Speak/Read/Write	Modify
American Sign	Speak, Read	Edit   Delete

**Other Skills**

Skill Name: Records Transcription

Skill Level: Beginner

Experience: Years experience: 2 Months experience:

Skill Name	Level	Experience	Modify
Microsoft Office (Word, Excel)	Expert	10 years	Edit   Delete

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

\* Required Field

5. Click on the **"Additional Information"** link and enter any volunteer work, membership in professional organizations, etc.
6. Click **"Save and Add Another"** button.
7. Follow steps #1 and # 2 to enter additional information.
8. Click **"Save and View Application"** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

Main Menu Application Status My Account

Police Patrol Officer - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Additional Info \* Required Field

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

**Additional Information**

Additional Information: == Select Additional Information ==

Description:

[Cancel](#) [Save & View Application](#) [Save & Add Another](#) [Spell Check](#)

\* Required Field



# HOW TO APPLY

## Add References

1. Click on the **"Add Reference"** link and enter your references information.

2. Click **"Save and Add Another"** button.
3. Follow steps #1 and # 2 to enter additional references.
4. Click **"Save and View"** button.

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Police Patrol Officer - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Review \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email: \_\_\_\_\_  
Notification Preference: Email

Home Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_

Former Last Name: \_\_\_\_\_  
Month and Day of Birth: 02/26

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois , L123-4567-8910 , Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences** [Edit Preferences](#)

Preferred Salary: \_\_\_\_\_

Are you willing to relocate? \_\_\_\_\_

Types of positions you will accept: \_\_\_\_\_

Types of work you will accept: \_\_\_\_\_

Types of shifts you will accept: \_\_\_\_\_

**Objective**

\_\_\_\_\_

**Education** [Add Education](#)

\_\_\_\_\_

**Work Experience** [Add Work Experience](#)

\_\_\_\_\_

**Certificates and Licenses** [Add Certificates or Licenses](#)

\_\_\_\_\_

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0

Data Entry: 0

**Additional Information** [Add Additional Information](#)

\_\_\_\_\_

**References** [Add Reference](#)

\_\_\_\_\_

**Resume** [Edit Resume](#)

Text Resume \_\_\_\_\_

**Attachments** [Add Attachment\(s\)](#)

\_\_\_\_\_

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Police Patrol Officer - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » References \* Required Field

[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

**References**

\*Reference Type

Personal reference  Professional reference

\*First Name \_\_\_\_\_

\*Last Name \_\_\_\_\_

Title \_\_\_\_\_

\*Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State  \_\_\_\_\_

Zip Code \_\_\_\_\_

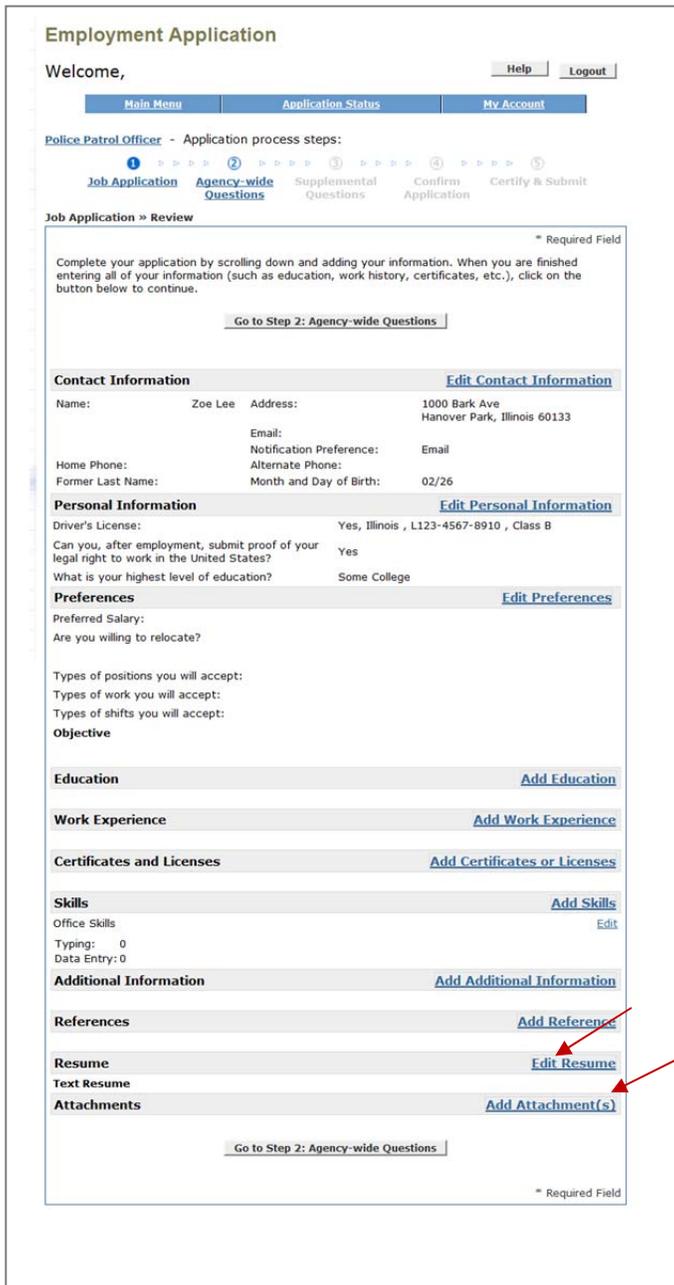
[Cancel](#) [Save & View Application](#) [Save & Add Another](#)

\* Required Field

## Add a Resume

Resumes are optional but **highly recommended**.

1. Click on the **“Edit Resume”** link to enter your resume. If you already have a typed resume you can attach it instead of typing – See **“Attach Documents”** section to learn how to attach files to your job application.



**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 Job Application 2 **Agency-wide Questions** 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Review \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Contact Information** [Edit Contact Information](#)

Name: Zoe Lee Address: 1000 Bark Ave  
Hanover Park, Illinois 60133

Email: Notification Preference: Email

Home Phone: Alternate Phone:

Former Last Name: Month and Day of Birth: 02/26

**Personal Information** [Edit Personal Information](#)

Driver's License: Yes, Illinois, L123-4567-8910, Class B

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences** [Edit Preferences](#)

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0

Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

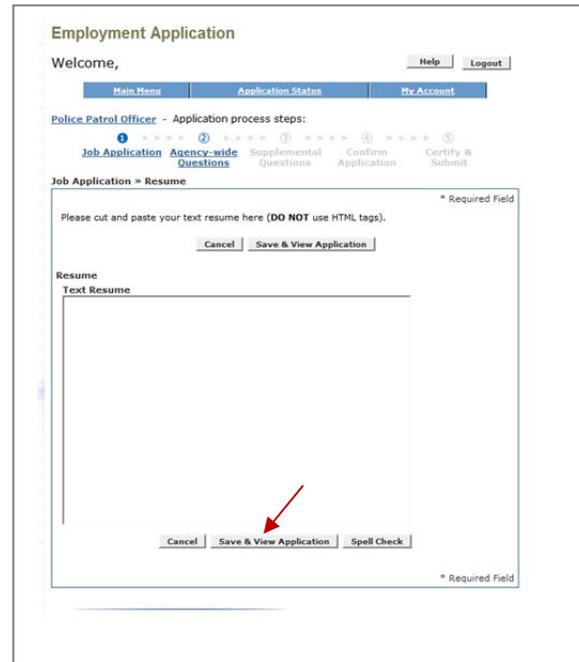
**Resume** [Edit Resume](#)

Text Resume [Add Attachment\(s\)](#)

[Go to Step 2: Agency-wide Questions](#)

\* Required Field

2. Type your resume or cut and paste it from a text document.
3. Click **“Save and View Application”** button.



**Employment Application**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Police Patrol Officer** - Application process steps:

1 Job Application 2 **Agency-wide Questions** 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application » Resume \* Required Field

Please cut and paste your text resume here (**DO NOT** use HTML tags).

[Cancel](#) [Save & View Application](#)

**Resume**

Text Resume

[Cancel](#) [Save & View Application](#) [Spell Check](#)

\* Required Field

## Attach Documents

1. Click on the **“Add Attachments”** link to attach any relevant documents such as Cover Letter, Resume, Transcripts, Certificates, etc.



**Job Opportunities**

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Job Application » Profile \* Required Field

\* File Description

\* File  [Browse...](#)

[Attach another file](#) [Upload](#)

\* Required Field



**NOTE:** Only attach documents with the following extensions: .doc, .docx, .pdf, .txt, .jpg or .tif

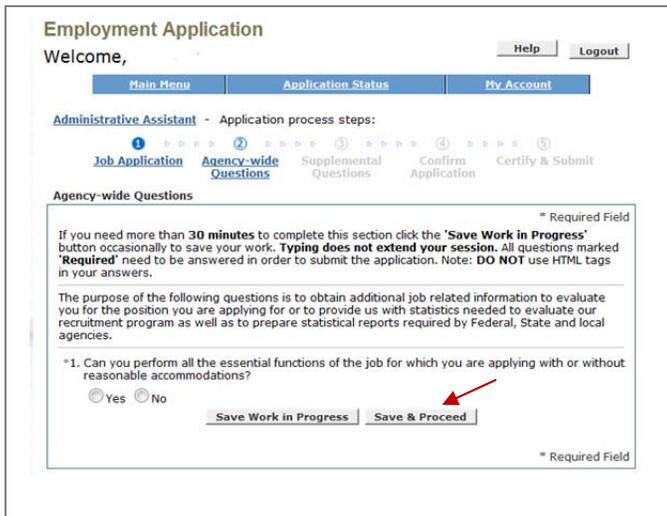
## Agency-wide and Supplemental Questions

1. Answer the agency-wide supplemental questions
2. Click on **“Save and Proceed”** button.

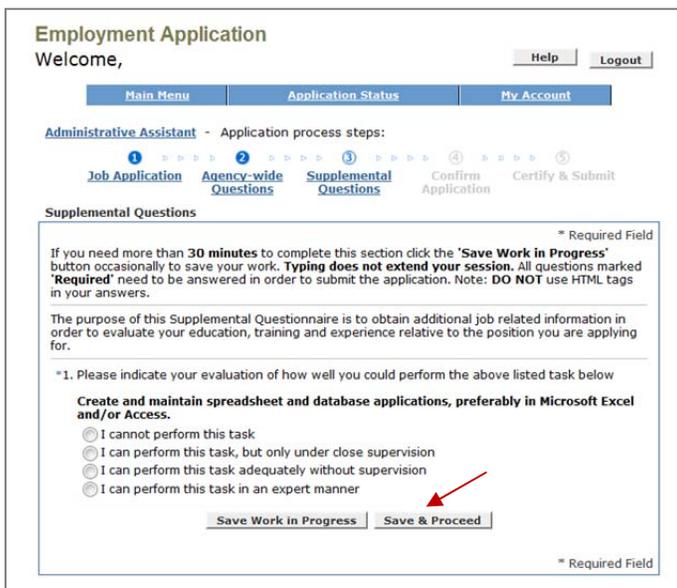


**TIP:** If you need more than 30 minutes to complete this section click the **“Save Work in Progress”** button occasionally to save your work. Typing does not extend your session.

Frequently clicking on **“Save Work in Progress”** also guarantees your work is saved in case of a computer failure.



3. Answer the job-specific supplemental questions (if any).
4. Click on the **“Save and Proceed”** button.





# HOW TO APPLY

## Confirm & Submit your Application

1. Review your information carefully. Incomplete information may disqualify your application. If you need to modify any part of your application just click the **“Edit”** button next to the section you wish to modify.
2. When you are satisfied that your application is complete, click the **“Confirm Application”** button.

3. READ carefully the **“Certify & Submit”** information.
4. Click on the **“Accept”** button on the digital signature screen.

5. Congratulations! You have successfully submitted your application.
6. Click on the **“Logout”** link.



**TIP:** You can check the status of your application at any time. Go to [www.hpiljobs.org](http://www.hpiljobs.org) – Click on **“Applicant Login”** and **“Application Status”**. For more information, see **“Check your application status at any time!”** on page 14.

## Create an Application Ahead of Time

To save time, you can work on your application upfront and be ready to apply for a position whenever it becomes available.

1. Go to [www.hpiljobs.org](http://www.hpiljobs.org)
2. Click on **“Applicant Login”**.
3. Follow the instructions on **“Create an Account”** and **“Create an Application”** on page 3.
4. When a job you want becomes available, all you have to do is to click on **“To apply for the position of – job title – click here”**.



Main Menu Application Status My Account

To apply for the position of [Account Clerk II](#) click here.

Create Application

**Applications You've Created:**

Name	Date Created	Modify
Parks and Recreation	Dec 23, 2005 (In Progress)	Edit   Delete
Leadership/Management	Dec 23, 2005	Edit   Delete

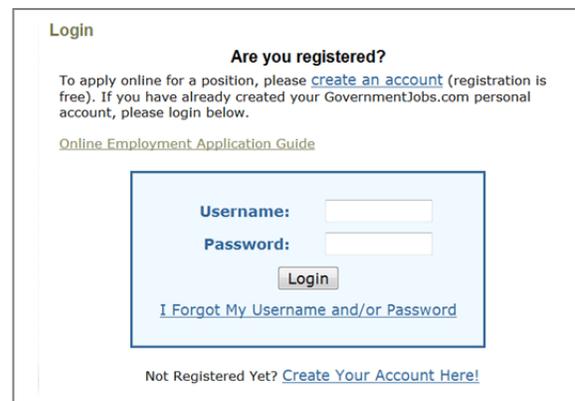
**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

5. You will be given the opportunity to update your information and tailor it as needed to the job you are currently applying for.
7. When done, click the **“Confirm Application”** button.
8. READ carefully the **“Certify & Submit”** information.
9. Click on the **“Accept”** button on the digital signature screen.
10. Congratulations! You have successfully submitted your application.
11. Click on the **“Logout”** button.

## Updating your Information

You can update your information at any time. The changes will appear on all your future job applications.

1. Go to [www.hpiljobs.org](http://www.hpiljobs.org)
2. Click on **“Applicant Login”**.
3. Enter your Login and Password.
4. Click **“Login”**.



Login

**Are you registered?**

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

Login

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

5. Click on the application you want to update.



Employment Application

Welcome, [Help](#) [Logout](#)

Main Menu Application Status My Account

Create Application

**Applications You've Created:**

Name	Date Created	Modify
Zoe's Resume	Apr 23, 2010	Edit   Delete

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

6. Review your information and if you need to update any part of your application just click the **“Edit”** button next to the section you wish to modify.
7. Click **“Save and View Application”** at the end of each section you update.
8. When done, click on the **“Logout”** button.



# HOW TO APPLY

## Check your application status at any time!

1. Go to [www.hpiljobs.org](http://www.hpiljobs.org)
2. Click on the "Applicant Login" link.
3. Provide your login and password.

**Login**

**Are you registered?**

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

**Username:**

**Password:**

[I Forgot My Username and/or Password](#)

4. Click on "Application Status".

Welcome,

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">Dee Dee's Resume</a>	Apr 26, 2010	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [My Account](#) | [Logout](#)

5. Review the status of all your applications.

**Application Status**

Welcome,

**Positions You've Applied For**

You have applied for **1** position.

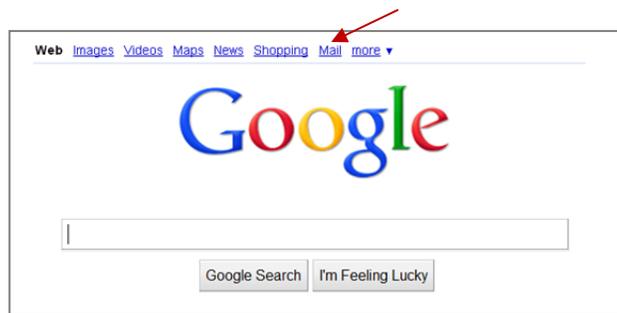
Job Title	Organization Applied	View App.	Status	Schedule
<a href="#">Police Patrol Officer</a>	Village of Hanover Park, IL	<a href="#">View</a>	Application Received	

## Create a Free E-mail account

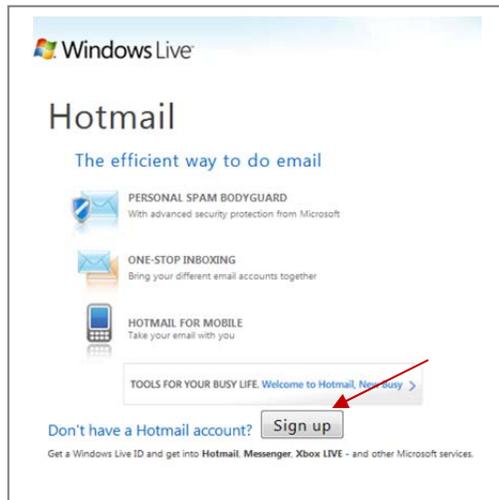
Yahoo – [www.yahoo.com](http://www.yahoo.com) – Click on “Sign Up” and follow the instructions.



Google – [www.google.com](http://www.google.com) – Click on “Mail”, “Create an account” and follow the instructions.



Hotmail – [www.hotmail.com](http://www.hotmail.com) – Click on “Sign up” and follow the instructions.





# HOW TO APPLY

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## **Village of Hanover Park, Illinois**

Human Resources Department  
2121 W Lake Street  
Hanover Park, IL 60133-4301  
Phone: 630-823-5660 - Fax: 630-823-5659  
[www.hpiljobs.org](http://www.hpiljobs.org) - [jobs@hpil.org](mailto:jobs@hpil.org)

**Equal Employment Opportunity.**