



SCHOOL CROSSING GUARD APPLICANT FACT SHEET



The following information is supplied in an effort to inform you about the Village of Bartlett and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have any specific questions on any of these items, or about the Village of Bartlett, please feel free to contact the Human Resources Director (630)540-5942.

Citizenship	At the time of employment, applicant must be a citizen of the United States.
Age	At the time of appointment, applicant must be 18 years of age.
Education	Applicant must possess a high school diploma, GED, or a high school proficiency exam certificate.
Process Duration	Applicants will be notified within 30 days of the decision to hire or not to hire by the Village of Bartlett.
Reapplication	Applicants who are not selected may re-apply for future openings.
Interviews	All qualifying applicants will be required to participate in an interview with members of the police department as designated.
Character	Applicant must be of good character, must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in Illinois Compiled Statutes, 65 ILCS 10-21-6. Prior to being given a conditional offer of employment, applicants must successfully complete a background investigation.
Work Schedule	Normally, Crossing Guards work an average of 5-10 hours per week, depending on post assignments. Substitute Crossing Guards work hours fluctuate based on replacement needs. Crossing Guards are required to work on school days and also required to work in inclement weather conditions.
Uniforms	Personnel, upon initial hiring to the Police Department, are issued a reflective safety vest and other required safety equipment.
Wage/Salary	Employees are paid bi-weekly on Fridays, with 26 pay periods per year. Each crossing post is compensated at \$20.86.

THE VILLAGE OF BARTLETT IS AN EQUAL OPPORTUNITY EMPLOYER