

VILLAGE OF RIVERWOODS POLICE OFFICER APPLICATION



845 SAUNDERS ROAD RIVERWOODS, ILLINOIS 60015

General Instructions: Type or print clearly and distinctly an answer to every question. If a question does not apply to you, reply with N/A. If the space provided is insufficient, attach a separate sheet of paper and precede each continued response with the number of the reference being completed. Do not omit or misstate any material fact. All of the information contained in this application is subject to verification. Incomplete or inaccurate applications shall be disqualified. False or deliberately misleading statements will serve as a basis for removal from further consideration. **Full-Time Position Part-Time Position**

NOTE: Applicants are not required to disclose expunged juvenile records.

Name:			Sex: M F
Last	First	Middle	
Street Address:			
City:		State:	Zip Code:
Date of Birth:	SSN#:	Email:	
Driver's License Number:			State:
Phone:	Other	names Used:	
How did you learn about this	job opening?		

1. List all residences for the past ten years beginning with your present address:

Month and Year	Street Address	City	State

2. Education

a. List high school(s) attended.

Name	Location	Dates Attended	Years Completed	Graduate/GED YES / NO

b. List information below for all colleges or universities attended.

Name & Location of University	Dates Attended From To	Degree Received	Year Received	Area of Concentration

c. Other schools, training or certificates (trade, vocational, business, police training, or military).

School	Dates Attende From	ed Го	Degree Received	Year Received	Area of Concentration

3. Special Qualifications and Skills:

Indicate the type of license such as pilot, radio operator, etc., showing license authority, where the license was first issued and date current license expires (Except vehicle operator's license.)

4. Foreign Language

Enter foreign language and indicate your knowledge of each by placing an "X" in the proper place.

	(F	Reading)		(Spe	aking)		(Wr	iting)	
Language	Excellent	Good	Fair	Excellent		Fair	Excellent	Good	Fair

5. Vehicle Operator's License (Driver's, Chauffeur's, etc.)

a. Give the following information concerning any other vehicle operator's license you have held.

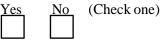
License Number	Class / State of Issue	Expiration	Restrictions

b. Have you ever been denied issuance of a license or have you ever had a license suspended or revoked?

Explain fully if yes:	Yes	No	(Check one)

6. Employment

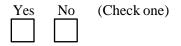
a. Have you ever been discharged, asked to resign, furloughed or put on inactive status for cause?



b. Have you ever been subjected to disciplinary action while in any position?

Yes	No	(Check one)
		· · · · · ·

c. Have you ever resigned or quit after being informed your employer intended to or would likely discharge or fire you for any reason?



**If yes to any of 6a-c, explain on a separate sheet of paper, giving the name and address of the employer, approximate dates and circumstances.

d. List your entire and complete work history for the past ten years. Include all parttime, temporary, military and seasonal work as well as periods of unemployment. In addition, list all law enforcement agencies where you have been employed in any capacity during your entire <u>LIFETIME</u> (including but not limited to: auxiliary positions, civilian positions i.e... dispatcher or records clerk, part-time positions and full-time positions. <u>Indicate this in Job Title</u>). Begin with your current or most recent job.

Name, Address, Phone No. Of Employer		Description of your Duties:
From Date:	Job Title:	
To Date:	Name of Supervisor:	Reason for Leaving:
	Name of Co-worker:	

Name, Addres	s, Phone No. Of Employer	Description of your Duties:
From Date:	Job Title:	
To Date:	Name of Supervisor:	Reason for Leaving:
	Name of Co-worker:	

Name, Addres	s, Phone No. Of Employer	Description of your Duties:
From Date:	Job Title:	
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From Date:	Job Title:	
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Name, Address, Phone No. Of Employer		Description of your Duties:
From Date:	Job Title:	
To Date:	Name of Supervisor:	Reason for Leaving:
	Name of Co-worker:	

Name, Address, Phone No. Of Employer		Description of your Duties:
From Date:	Job Title:	
To Date:	Name of Supervisor:	Reason for Leaving:
	Name of Co-worker:	

Name, Address, Phone No. Of Employer		Description of your Duties:
From Date:	Job Title:	
To Date:	Name of Supervisor:	Reason for Leaving:
	Name of Co-worker:	

e. References - List only persons who have definite knowledge of your qualifications and fitness for the position of Police Officer. Do not repeat names of supervisors given in part 6d. Do not include relatives, former employers or persons living outside of the United States.

Name	Street	City	State & Zip	Yrs. Known	Phone No.

- 7. Military Status.
- a. If so required by Law, are you registered with the U.S. Selective Service?

		Yes	No	(Check one)	
b.	Have you ever served in any n	nilitary organ	nization of	the U.S.? If so, w	vhat branch
		Yes	No	(Check one)	
c.	Have you ever been classified Military branch our court as a	•••			rd or by any U.S. No
d.	While in the military, have you trial by deck court or summar				ch was the result of a
		Yes	No	(Check one)	
e.	Are you presently a member o	of the U.S. Rea	serve or th	e National Guaro	1?
		Yes	No	(Check one)	
Ran	nk and Grade in Service		Service a	nd Component	
Org	ganization and Station or Unit Lo	ocation			

Indicate Reserve Obligation if any

8. Other Governmental Agencies Applied To

Have you ever applied for a position with another governmental agency or Police Department?

	Yes	No (Check one)	
If yes, list ALL of thos necessary.	e agencies or Police Depart	ments below. Use additional she	eets of paper if
Agency	Address	How	Long Ago? (Years)
Have you ever had a ba subsequently did not h	0	nducted on you by any police de	epartment that

9. Record of Arrest and Driving Convictions

List below any driving or moving violations convictions, including speeding that you have received in the past five years:

List any outstanding tickets below:

Have you ever been convicted of any ordinance, misdemeanor or felony offense which was not annulled, expunged or sealed by a court? If yes, please explain:

Have you ever been the respondent or named in an order of protection in any state? If yes, explain:

It is understood that my birth date or driver's license number may be used to run a criminal check on me, and that it may be run prior to my being interviewed. It is also understood that I may be required to submit to a polygraph test and/or an individual assessment.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement, incomplete information or omissions on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

Signature	Date

10. Documentation:

Do not submit any documents that were not requested; doing so will constitute a failure to follow instructions resulting in your application being removed from further consideration.

1 - Copy of Law Enforcement Officer Basic Certification

2 - Eligibility to work in the United States.

To show that you are legally eligible to work in the United States, please attach a copy of <u>one</u> of the following documents:

-Valid United States Passport

-Certificate of United States Citizenship

-Certificate of Naturalization

-Unexpired Foreign Passport with Attached Employment Authorization

-Alien Registration Card

-State Issued Driver's License with Photo, Name, Sex, DOB, Height, Weight and Color of Eyes

-State Issued I.D. Card with Photo, Name, Sex, DOB, Height, Weight and Color of Eyes

-United States Military Card