



**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.

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 Attended		Degree Received	Year Received	Area of Concentration
	From	To			

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.

Language	(Reading)			(Speaking)			(Writing)		
	Excellent	Good	Fair	Excellent	Good	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?

Yes No (Circle one)

Explain fully if yes:

6. Employment

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

Yes No (Circle one)

b. Have you ever been subjected to disciplinary action while in any position (except military)?

Yes No (Circle 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?

Yes No (Circle one)

**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 part-time, 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 LIFETIME (including but not limited to: auxiliary positions, civilian positions i.e... dispatcher or records clerk, part-time positions and full-time positions. Indicate this in Job Title). 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:
Salary:	Name of Co-worker:	

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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:
Salary:	Name of Co-worker:	

d. 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. While in the military, have you ever been convicted for an offense which was the result of a trial by deck court or summary, special, or general court marshal?

Yes No (Circle one)

b. Are you presently a member of the U.S. Reserve or the National Guard?

Yes No (Circle one)

Rank and Grade in Service

Service and Component

Organization and Station or Unit Location

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 (Circle one)

If yes, list ALL of those agencies or Police Departments below. Use additional sheets of paper if necessary.

Agency Address How Long Ago? (Years)

Have you ever had a background investigation conducted on you by any police department that subsequently did not hire you?

Yes No (Circle one)

9. Record of 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 been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven years which has not been annulled or expunged or sealed by a court? Please describe:

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 one 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