

Police Officer Job Application



Village of Bloomingdale Fire & Police Commission 201 South Bloomingdale Road Bloomingdale, Illinois 60108-1487



INSTRUCTIONS, PLEASE READ CAREFULLY: Fill out this application completely and accurately. Your answers are subject to verification. You must be complete and truthful in all your answers. Untruthful or misleading statements may disqualify you from employment. An incomplete or inaccurate application form may delay the processing of your application and/or cause your application to be rejected. Write or print specific and accurate answers to all questions. All information will be treated confidentially and will be used for employment purposes. If space is inadequate in any area, use a blank sheet of paper. If you wish to explain any of your answers, please do so.

PERSONAL HISTORY

Name: _____ Date: _____
First Middle Last

Please list any other names, aliases you have used, or been known by (Surname if applicable): _____

Permanent Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Social Security Number: _____ - _____ - _____ Date of birth: _____
Month Date Year

E-Mail Address: _____

Are you legally authorized to work in the United States? YES NO

Proof of your legal status to work in the United States will be required after you are hired.

Have you ever served in any military organization of the United States? YES NO

If applicable, please provide documentary proof of such former or current service, including DD-214 or other equivalent forms.

Are you registered for the Selective Service? YES NO

If so, please provide documentary proof.

Are you now, or were you ever a member of any branch of the United States Reserve Forces? YES NO

Are you now, or were you ever a member of the National Guard? YES NO

Were you dishonorably discharged from the Military? YES NO

(Note: A dishonorable discharge will be confidential, but will not constitute an absolute bar to employment.)

Earliest date you can start: _____

Have you ever applied here before? YES NO

If yes, when? _____ Department: _____

EMPLOYMENT HISTORY

Please list all jobs you have held for the last ten years, including periods of unemployment. Put your present or most recent job first. Include military service, in proper time and sequence, and temporary or part-time jobs. If you need additional space, please write your information down on a separate sheet of paper.

1. Employer _____

Address _____ Phone _____

Job Title _____

Starting Date _____ Leaving Date _____
Month Year Month Year

Supervisor's Name _____

Reason for leaving _____

Describe work performed: _____

May we inquire of your present or most recent employer? YES NO

2. Employer _____

Address _____ Phone _____

Job Title _____

Starting Date _____ Leaving Date _____
Month Year Month Year

Supervisor's Name _____

Reason for leaving _____

Describe work performed _____

3. Employer _____

Address _____ Phone _____

Job Title _____

Starting Date _____ Leaving Date _____
Month Year Month Year

Supervisor's Name _____

Reason for leaving _____

Describe work performed _____

4. Employer _____

Address _____ Phone _____

Job Title _____

Starting Date _____ Leaving Date _____
Month Year Month Year

Supervisor's Name _____

Reason for leaving _____

Describe work performed _____

5. Employer _____

Address _____ Phone _____

Job Title _____

Starting Date _____ Leaving Date _____
Month Year Month Year

Supervisor's Name _____

Reason for leaving _____

Describe work performed _____

EDUCATION

	Name and Location	No. of Years Attended	Did you Graduate?	Major Field
High School				
College				
Trade or Correspondence				

If you are not a high school graduate, have you received a certificate of General Educational Development (GED)? YES NO

List any licenses or certificates relating to this position: _____

List your professional membership or associations that are job-related. (Please exclude any which may indicate your race, sex, national origin, religion, age, disability or other protected status.) _____

RESIDENCES

Please list your addresses for the last ten years, starting with your present address:

<u>From (Mo. & Yr.)</u>	<u>To (Mo. & Yr.)</u>	<u>Address of Residence</u>	<u>City and State</u>

ACQUAINTANCES

Please fill in the names of three adults, not related to you and not former employers or references, who are friends, fellow students, or fellow workers. Names listed should be those persons who have seen you frequently during the past year.

<u>Name</u>	<u>Address</u>	<u>Home Phone</u>	<u>Business Occupations or Profession</u>	<u>Business Phone</u>	<u>What capacity do you know this person?</u>

REFERENCES

List below the names of five adults not related to you and not former employers, who have known you for a period, preferably more than five years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. Family members might be asked to appraise your character, ability, experience, personality and other qualities.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>BUSINESS</u>	<u>YEARS ACQUAINTED</u>

CRIMINAL HISTORY (Adult, Minor or Juvenile)

Have you ever been convicted of a crime? YES NO If yes, explain:

<u>DATE</u>	<u>BY WHOM (POLICE AGENCY)</u>	<u>CRIME CHARGED</u>	<u>DISPOSITION OF CASE</u>

Have you ever been placed on probation? YES NO If yes, explain: _____

Have you ever been required to pay a fine in excess of \$50.00? YES NO If yes, explain: _____

In the box below, please list all traffic citations that you have received:

LOCATION (CITY)	APPROXIMATE DATE	NATURE OF VIOLATION	DISPOSITION OF CASE

Are there any warrants, traffic or otherwise, now pending against you? YES NO

If yes, explain: _____

Drivers License Number _____ Is your license valid? YES NO

State _____ Drivers License Class _____

After reviewing the relevant job description for the position to which you are applying, do you understand the essential job functions?
 YES NO

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?
 YES NO

Please state any reasonable accommodations you believe can be made to ensure that all essential job functions can be performed.

Please use separate sheet of paper for additional comments.

AFFIRMATIVE ACTION STATEMENT

The Village of Bloomingdale affords equal employment opportunity to all qualified persons without regard to race, color, religion, sex, age, national origin, and disability or any other protected status under applicable local, state or federal law.

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I certify that the facts contained in this application are true and complete to the best of my knowledge and also understand that written acknowledgement of the ability to perform all essential functions of the job being applied for binds an individual to successfully perform such functions. Any falsification or misrepresentations are grounds for not being hired or immediate dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

DATE _____ SIGNATURE _____