



BOARD OF POLICE COMMISSIONERS

VILLAGE OF ROUND LAKE BEACH, ILLINOIS

Equal Opportunity Employer



ATTACH PHOTO HERE

Max. 2"x 2"
Min 1"x 1"

Round Lake Beach Police Department

Application for Employment

INSTRUCTIONS: Fill out this application completely and accurately. If your application is made out properly, it may increase your chances of employment. All statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from employment. If writing space provided is inadequate, use the continuation sheet at the end of this application and identify additional information by question number. Use the term "DNA" (does not apply) if the question does not apply.

1. Name: (Last) (First) (Middle)		2. List any other names, aliases you have used, or been known by (include maiden name if applicable).	
3. Home Address (No. Street, City, State, Zip & County)		4. Home Phone:	5. Signature of applicant
		4a. Cell Phone:	
		4b. Work Phone:	

6. With whom do you live at the above address? List Full Names & Relationship:

7. Date of Birth (Month/Day/Year):

____/____/____

8. Are you a U.S. Citizen? YES _____ NO _____.
(If "YES": ___ Native Born ___ Naturalized

8a. In what languages other than English are you fluent?

9. List every member of your immediate family who are still living (include father, mother, sisters & brothers).

Name	Relationship	Address	Occupation

10. Are You: ___ Single ___ Married ___ Separated ___ Widowed ___ Divorced
If Divorced or Separated, list name(s), address, phone #. of ex-spouse(s):

EDUCATION

11. List the various schools you have attended & other information requested.

Name & Address of School (Include City, State, & Zip Code)	No. Of Years Completed	Date(s) Attended	Graduate		Average Grade
			Yes	No	
Grammar Schools:					
High Schools:					
College or University:	No. Credits Earned	Major/Minor	Full Time	Part Time	Degree(s) Attained
Business College(s):					
Junior College(s):					

12. Have you ever been expelled or suspended from any school? YES NO if "Yes" Explain:

13. List any other education not listed above:

14. Can you operate an automobile? YES NO

15. Do you possess a valid driver's license? YES NO Driver's License No.: _____

If "Yes": Date of Expiration: ___/___/___ State of Issuance: _____

15a. Have you ever possessed a driver's license from another State? YES NO If YES State ___ Year ___/___/___

16. Has your license ever been suspended or revoked? YES NO

17. Has your license ever been placed on probation? YES NO If "Yes" Explain:

RESIDENCES

18. List your addresses for the last ten years, starting with your present address.

From (Mo/Yr):	To (Mo/Yr):	Address of Residence	City, State, & Zip Code

19. Do you own or are you buying your home:

___ YES ___ NO

If "Yes" Give Location: _____

20. Do you own or are you buying other real estate?

___ YES ___ NO"

If YES Give Location: _____

CRIMINAL HISTORY

21. Have you ever been convicted of a crime? ___ YES ___ NO

DATE: ___ / ___ / ___

If "Yes" Explain: _____

22. Have you ever been placed on probation? ___ YES ___ NO

If "Yes" Explain: _____

23. Have you ever been required to pay a fine in excess of \$100.00? ___ YES ___ NO

If "Yes" Explain: _____

24. Have you ever been a victim of a crime? ___ YES ___ NO If "Yes" Explain: _____

24a. Was the crime reported? ___ YES ___ NO If "Yes" Explain: _____

25. Have you ever been fingerprinted by another police agency other than for an arrest? ___ YES ___ NO

If "Yes" Explain: _____

ACQUAINTANCES

26. List three adults, not related to you & not former employers or references, which are friends, fellow students, or fellow workers. (List only persons who you have seen frequently during the past year.)

<p>Name:</p> <p>Address, City, State, & Zip</p> <p>Business Address, City, State, & Zip</p> <p>In what capacity do you know this person?</p>	<p>Home Phone:</p> <p>Business Phone:</p>
<p>Name:</p> <p>Address, City, State, & Zip</p> <p>Business Address, City, State, & Zip</p> <p>In what capacity do you know this person?</p>	<p>Home Phone:</p> <p>Business Phone:</p>
<p>Name:</p> <p>Address, City, State, & Zip</p> <p>Business Address, City, State, & Zip</p> <p>In what capacity do you know this person?</p>	<p>Home Phone:</p> <p>Business Phone:</p>

Military Service

27. Have you ever served in a Military Organization in the U.S.? ___YES ___NO

If Yes what Branch? _____

28. What was your Service Serial No.? _____

28a. Name of last Commanding Officer

Name(s) _____

Location: _____

29. Highest Rank Held? _____

30. Rank At Discharge? _____

31. Date Of Discharge? _____

32. Type Of Discharge? _____ Honorable _____ Dishonorable _____ Other

33. Are you now or were you ever a member of the National Guard or a Reserves Unit?

_____ Yes _____ No If yes, date service will end _____

34. List any disciplinary action taken against you during your service in the military:

34a. Have you ever been denied entry into any military branch? ___Yes ___No If Yes Explain:

EMPLOYMENT HISTORY

35. Have you ever applied at another Police Department? ___Yes ___No

If "Yes" Explain:	Agency:	Approx. Exam Date:	Pos. on List:	Status:

36. List all jobs that you have held for the last fifteen years, including periods of unemployment. Put your present or most recent job first. Include military service, in proper time sequence & temporary or part-time jobs.

1.	Employer's Name and Address:	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position)	Reason For Leaving: Name & Title of Supervisor:
2.	Employer's Name and address:	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position):	Reason For Leaving:
3.	Employer's Name and address:	Name & Title of Supervisor
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position):	Reason For Leaving:
4.	Employer's Name and Address:	Name & Title of Supervisor
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include Exact title or position):	Reason For Leaving:
5.	Employer's Name and Address	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include Exact title or position):	Reason For Leaving:

37. Indicate by number any employer you do not wish us to contact: _____

38. Explain your reason for applying for this position: (Please use continuation sheets if needed) _____

39. REFERENCES

Fill in 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 may be contacted to appraise your character, ability, personality, and other qualities.

1	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
2	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
3	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
4	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
5	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known

40. Person(s) to be notified in case of an emergency

Name	Address	Home Phone	Relationship
Name	Address	Home Phone	Relationship

Financial Data

41. Do you presently hold any active or silent controlling interest in any company? ___Yes ___No If Yes

Explain: _____

42. Do you now, or have you ever had any wage garnishment of your salary? ___Yes ___No. If Yes

Explain: _____

43. Have you ever had any collections or liens against you? ___Yes ___No. If Yes

Explain: _____

44. Do you have any judgments or other credit matters pending? ___Yes ___No. If Yes

Explain: _____

45. Have you ever had any real or personal property repossessed? ___Yes ___No. If Yes

Explain: _____

46. Have you ever filed or declared bankruptcy? ___Yes ___No? If Yes

Explain. _____

Public Safety Contact

47. Have you ever been arrested as a Juvenile or Adult, no matter whether you were convicted? ____ Yes ____ No

If Yes Explain: _____

48. Are you or have you ever been, regardless of the way the incident was resolved?

A. Charged with any offense by any Law Enforcement Authority? ____ Yes ____ No If Yes

Explain: _____

B. On bail or personal recognizance or other conditional release form court ordered custody?

____ Yes ____ No If Yes

Explain: _____

C. On Probation? ____ Yes ____ No If Yes Explain: _____

D. On Parole? ____ Yes ____ No If Yes Explain: _____

E. A plaintiff, defendant, or respondent in any civil court action? ____ Yes ____ No If Yes Explain:

I hereby certify that there are no willful misrepresentations, or falsifications in this application, and all my answers are true and correct to the best of my knowledge and belief.

Print Name

Signature in full

Date



**VILLAGE OF ROUND LAKE BEACH BOARD OF POLICE COMMISSIONERS
AUTHORIZATION / RELEASE
Equal Opportunity Employer**



TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Round Lake Beach Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position of police officer. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Round Lake Beach Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Round Lake Beach Police Department, whether said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Round Lake Beach Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kinds, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Round Lake Beach Police Department regardless of any agreement I may have made with you previously to the contrary. The Round Lake Beach Police Department will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Round Lake Beach Police Department's acceptance and processing of my application for employment, I agree to hold the Village of Round Lake Beach, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Round Lake Beach Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Round Lake Beach Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid for a period of two years from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature _____

Name (Printed) _____

Address _____

Telephone _____

Date of Birth _____

Social Security No. _____

Date _____

Notary Public _____

RETURN WITH APPLICATION