

Last Name: _____ First: _____ Middle: _____



VILLAGE OF HAWTHORN WOODS
An Equal Opportunity Employer
Human Resources Department

2 Lagoon Drive
Hawthorn Woods, IL 60047
Phone: 847-438-5500
Fax: 847-438-1459
www.vhw.org



CERTIFIED ENTRY
POLICE OFFICER/LATERAL
APPLICATION

It is the policy of the Village of Hawthorn Woods to provide equality of opportunity to all persons regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected group status. This policy applies to all aspects of our personnel policies, practice and operations. The Village complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Human Resources Director in advance. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Hawthorn Woods. Please furnish us with complete information as outlined in this application. Please use typewriter or print in black ink.

Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Village of Hawthorn Woods.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE AS COMPLETE AS POSSIBLE.

See the Minimum Qualifications.

You cannot be considered for the position unless you meet these requirements.

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MINIMUM QUALIFICATIONS

All persons possessing certification from the Illinois Law Enforcement Training and Standards Board may be considered for accelerated entry (referred to as “certified entry candidates”). Certified entry candidates selected must first meet all of the following criteria:

1. \$40.00 non-refundable application fee. Bring a check on the day of the exam, payable to the Village of Hawthorn Woods.
2. Must be a U.S. Citizen.
3. Must possess a valid Driver's License at the time of application with the ability to obtain an Illinois Driver's License upon hire.
4. Must be at least 21 years old at the time of application. Must be under 35 years old at the time of application, unless they have been certified as a full-time police officer in the United States, or are otherwise exempt by State Statute 65 IL 5/10-2.1-6.
5. Must have proof of a High School Diploma, GED Certificate, or High School Proficiency Statement.
6. Must have no felony convictions and be of a good moral character as described in State Statute 65 IL 5/10-2.1-6.
7. Must be able to complete all phases of testing successfully.

Certified entry candidates who have been determined by the Commission to meet the aforementioned requirements will not be required to attend an orientation or take a written examination. For such candidates, the examination process may consist of a background investigation, oral interview, polygraph, psychological, physical agility examination and medical examination.

An application is not complete without attaching the following documents

1. Essay question - page 15
2. Signed copy of Authorization for Credit Report - page 18.
3. Signed copy of Background Authorization - page 19.
4. Copy of birth certificate.
5. Copy of Military Discharge form DD214, if applicable.
6. Copy of High School diploma or G.E.D. certificate.
7. **ORIGINAL COLLEGE TRANSCRIPT MUST BE SENT DIRECTLY FROM THE INSTITUTION TO THE VILLAGE OF HAWTHORN WOODS HUMAN RESOURCES DEPARTMENT.**
8. Performance Appraisals and Evaluations for the past two years.

GENERAL INSTRUCTIONS

1. Type or print in black ink an answer to every question. To be eligible for consideration, applications **MUST** be complete, accurate and legible.
2. If a question does not apply to you, mark N/A in the space provided.
3. If space provided is insufficient, attach a separate sheet and precede the additional information with the section title to which you are referring.
4. It is your responsibility to notify the Village of any changes of address or phone number.
5. The Village of Hawthorn Woods Police Department will verify conviction record, places of employment and other information listed on this application.
6. If you have any questions, you may call (847) 438-9050 Monday through Friday 8:00 a.m. — 4:00 p.m.

Last Name: _____ First: _____ Middle: _____

PERSONAL INFORMATION

Any other Previous Names: _____

Current Address (street number, street name, apartment #, city, state, zip):

Age: _____ City and State of Birth: _____

Date of Birth: _____

Email address: _____

Home Phone (include area code)

Cell Phone (include area code)

Business Phone (include area code)

Are you a United States citizen? Yes No

Are you legally eligible for employment in the U.S. ? Yes No

If so required by law, are you registered with the U.S. Selective Service? Yes No

Have you ever been classified by your local selective service draft board or by any U.S Military branch or court as a conscientious objector? Yes No

Have you suffered the amputation of any limb? Yes No

Who do you live with? (list all names and relationships)

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Do you hold a valid firearms owners ID card? Yes No

Number: _____ Expiration: _____

<u>Driver's License Number</u>	<u>State</u>	<u>Expiration Date</u>	<u>Is your Driver's License valid?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
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Did you ever hold a Driver's License in any other state(s)? Yes No

If so, where _____

Last Name: _____ First: _____ Middle: _____

RESIDENCES

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

From (Mo & Yr)	To (Mo & Yr)	Address of Residence	City & State

EDUCATIONAL INFORMATION

SCHOOL	Name and Mailing Address of School (including City and State)	Dates Attended From To	Credits Awarded	Degree
COLLEGE				
GRADUATE				
TECHNICAL OTHER				

Have you ever been disciplined by any school or been placed on any type of school academic, behavioral or disciplinary probation? Yes No

If yes, please explain: _____

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EMPLOYMENT HISTORY

(List all Jobs you have held for the last 10 years, including periods of Unemployment. Put your present or most recent Job first. Include Military Service in proper time sequence and temporary or part-time jobs.)

1.	Employer's Name & Phone Number	Address	Type of Business
		City State Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date) To (Date)	
Explain What your Duties Are:		Reason for Leaving	
2.	Employer's Name & Phone Number	Address	Type of Business
		City State Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date) To (Date)	
Explain What your Duties Are:		Reason for Leaving	
3.	Employer's Name & Phone Number	Address	Type of Business
		City State Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date) To (Date)	
Explain What your Duties Are:		Reason for Leaving	
4.	Employer's Name & Phone Number	Address	Type of Business
		City State Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date) To (Date)	
Explain What your Duties Are:		Reason for Leaving	
5.	Employer's Name & Phone Number	Address	Type of Business
		City State Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date) To (Date)	
Explain What your Duties Are:		Reason for Leaving	

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Were you ever discharged or forced to resign from employment because of misconduct or unsatisfactory service?

If yes, please explain: Yes No

Have you ever been suspended by any employer for any reason? Yes No

If yes, please explain: _____

Have you ever been the subject of an internal investigation in which the complaint(s) was sustained?

Yes No

If yes, please indicate the date, investigating department, and nature of complaint: _____

Are you currently the subject of an open internal investigation? Yes No

If yes, please indicate the date, investigating department, and nature of complaint: _____

Are you related to any employee, elected or appointed official at the Village of Hawthorn Woods?

If yes, please list name/department/relationship: _____

(If you have a relative working within the Police Department, you may be disqualified)

UNSALARIED EXPERIENCE. VOLUNTEER. WORK INTERNSHIPS ETC.

Organization: _____

Organization's Address: _____

Phone Number: _____ Position Held: _____

From: _____ To: _____ # of hours worked weekly: _____

Supervisor's name and title: _____

Describe work performed: _____

Last Name: _____ First: _____ Middle: _____

MILITARY SERVICE

Veteran's Status: Veteran (DD214 attached) Non-Veteran

Have you ever served in any military organization of the U.S.? Yes No

If Yes, what branch _____

List all Military duty locations to include active and/or reserve and guard annual training locations:

What is your serial number? _____ Highest rank held: _____ Rank at discharge: _____

Give date and location of entrance of active duty (City and State): _____

List period(s) of active duty: _____ Give date and location of discharge (City & State): _____
To (Date) From (Date)

What type of discharge did you receive?

Honorable Medical Dishonorable Honorable Conditions

Were you ever convicted at a court-martial? Yes No

If yes, explain: _____

Are you now or were you ever a member of the U.S Air/Army Reserve Forces? Yes No

If Yes: Active Inactive Branch: _____ Unit: _____

Address: _____ Dates: _____

Are you now or were you ever a member of the U.S Air/Army National Guard? Yes No

If Yes, what state? _____ Regiment/Squadron: _____ Unit: _____

Rank: _____ Type of discharge: _____ Dates: _____

List any disciplinary action taken against you in the Military: _____

How many years of **continuous active duty** have you served? _____

Please included a copy of your DD214 with application submission

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CRIMINAL HISTORY

Have you ever been convicted of a felony?

The Village of Hawthorn Woods will not automatically reject an applicant who has been convicted. This information will only be used for job-related purposes and only to the extent permitted by law. There is no obligation to disclose sealed or expunged records of conviction or arrest.

Yes No

If yes explain: _____

Have you ever been placed on probation?

If yes, explain: _____

Yes No

Have you ever been the respondent or named in an order of protection in any state?

If yes, explain: _____

Yes No

Have you ever had a professional license or certification suspended or revoked?

If yes, please explain: _____

Yes No

Have you ever had an operator's or driver's license in another state?

If yes, which state? _____

Yes No

Have you ever been refused an operator's or driver's license in another state?

If yes, which state? _____

Yes No

Please list any and all traffic convictions, accidents and citations in the last five years; (include; location, time, constraints)

WORK DISCIPLINE HISTORY

Describe any discipline you have received: _____

Have you ever had a Police Officer license or certification in ANY state suspended or revoked?

Yes No

If Yes, where? _____

Applicants must sign a waiver allowing the Village to review their personnel file at their current place of employment as a police officer.

Applicants must submit copies of all performance evaluations and appraisals for the past 2 years with this application.

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CRIMINAL HISTORY CONT.

Have you ever been convicted of an offense other than a traffic violation?
 If yes, please complete the section below:

Yes No

Date	Agency	Crime Charged	Disposition of Case

Have you ever been fingerprinted by a police agency other than for an arrest?

If yes, please complete the section below:

Yes No

Agency	Date	Purpose

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DRUG/NARCOTIC USE

1) Within the last two years, have you illegally used Marijuana (by illegal, we mean illegal at the time and location that you used it)?

Yes No

If yes, please indicate estimated time of last use: _____

2) Within the last five years, have you ever used or experimented with any illegal or non-prescribed drug, narcotic or substance?

Yes No

If yes, please indicate which of the following substance(s) you have ever used or experimented with and estimated time of last use:

Cocaine

o Estimated time of last use: _____

Amphetamines, methedrine, dexedrine, "speed," "crank"

o Estimated time of last use: _____

PCP (angel dust)

o Estimated time of last use: _____

Crack cocaine, opiates, morphine, heroin

o Estimated time of last use: _____

Hallucinogens

o Estimated time of last use: _____

Pharmaceutical drug not prescribed to you

o Name of drug(s): _____

o Estimated time of last use: _____

Illegal use of a prescription drug: _____

o Name of drug(s) _____

o Estimated time of last use: _____

Illegal drug not listed here

o Name of drug(s) _____

o Estimated time of last use: _____

The responses to the above questions may prevent you from moving on in the hiring process for the position of Police Officer.

TATTOOS/BODY ART

Do you have any tattoo, body art of brand that would be visible if wearing a Village uniform?

Yes No

If yes, please describe:

Do you have any body mutilations?

Yes No

If yes, please describe:

If "yes" to either of the above questions, he/she may be disqualified from further consideration.

If you wish to clarify any of the above responses, please provide complete details below. (optional)

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CREDIT HISTORY

List three commercial or business credit references (include Bank or Charge Accounts or Firms from which you have borrowed money for any purpose):

Name and Address of firm	Type of business	Amount	Approx. Date	
			Opened	Closed
1. _____				
2. _____				
3. _____				

List any outstanding debts and list amount(s) and whether in arrears:

Amt. of original debt	Amt. now owed	In arrears		(Owed to)	
		<input type="checkbox"/> Yes	No <input type="checkbox"/>	Name	Address
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					

REFERENCES

Fill in below the names of three 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.

1. <u>Name</u>	<u>Address</u>	<u>Home Phone Number</u>
Business Address	Occupation/Profession	Business Phone Yrs Known
2. <u>Name</u>	<u>Address</u>	<u>Home Phone Number</u>
Business Address	Occupation/Profession	Business Phone Yrs Known
3. <u>Name</u>	<u>Address</u>	<u>Home Phone Number</u>
Business Address	Occupation/Profession	Business Phone Yrs Known

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PERSONAL HISTORY

Do you have full-time police experience in a city, county, or state agency and have you completed one year of service in addition to the probationary period?

Yes No

If Yes, please indicate where and dates of service:

Were you given a psychological examination for any police officer position?

Yes No

If Yes, please indicate for which department(s):

Were you given a polygraph for any police officer position?

Yes No

If Yes, please indicate for which department(s):

Have you had a break of service in your law enforcement career?

Yes No

If Yes, list dates not in active service, duration of break, and reason for break in service:

Have you ever been certified as a police officer in any other state?

Yes No

If Yes, where and dates of employment:

Have you ever held part time Police Officer employment?

Yes No

If Yes, where and dates of employment:

Have you ever held any other professional licenses or certifications?

Yes No

If Yes, please list:

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LAW ENFORCEMENT TRAINING

Please describe courses taken relating to police work including basic police academy:
(attach additional sheets if necessary).

Course Title: _____

Training Provider: _____

Dates of Course: _____ Hours: _____

Course Title: _____

Training Provider: _____

Dates of Course: _____ Hours: _____

Course Title: _____

Training Provider: _____

Dates of Course: _____ Hours: _____

Course Title: _____

Training Provider: _____

Dates of Course: _____ Hours: _____

Course Title: _____

Training Provider: _____

Dates of Course: _____ Hours: _____

Course Title: _____

Training Provider: _____

Dates of Course: _____ Hours: _____

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AREAS OF POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations/crime prevention, training of officers, patrol, administration, public education, etc. Note the duration of each assignment and where held. Please give reasons for transfers or reassignments.

WORK ACTIVITIES

Describe any information regarding the following areas:

Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

Last Name: _____ First: _____ Middle: _____

PLEASE READ THE FOLLOWING BEFORE SIGNING

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment. I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have personal or otherwise and release all parties from liability for any damage that may result from furnishing information to the Village of Hawthorn Woods.

In consideration of my employment I agree to conform to the rules and regulations of the Village of Hawthorn Woods.

Print Full Name

Signature in Full

Date

Please Note: All applications shall be kept on file for six months. If you are not hired during this period, and you would like to keep your application on file, you must contact the Human Resources Department to advise them of this and to make any changes. **Please Note:** If you fail to respond to a letter or phone call concerning your interest in the position, your application will be removed from the active file. Your application, also, will be removed from the active file if you fail to show for a scheduled test or interview.

The information listed below is NOT part of this application process, but it is used to improve advertising and recruiting efforts.

How did you FIRST learn of this opportunity?

- The Blue Line website posting
- Village of Hawthorn Woods posting
 - Website
 - Facebook
 - Twitter
 - Other (please specify): _____
- Informed by a current Village of Hawthorn Woods / Hawthorn Woods Police Department
- Employee Informed by a co-worker in another Police Department / municipality
- Informed by a friend or a relative
- Other referral source (please specify): _____

ATTACH ALL DOCUMENTS TO THE LAST PAGE OF THIS APPLICATION. PLEASE STAPLE.

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AUTHORIZATION FOR CREDIT REPORT

_____ (“Applicant”) hereby authorizes the Village of Hawthorn Woods to obtain a consumer credit report as part of its pre-employment background investigation from the following credit reporting agency:

Experian
P.O. Box 2104 Allen
TX 75013-0949
1-888-397-3742

The applicant has the right under federal law, on request and after providing proper identification, to obtain from the above-named consumer reporting agency the following information:

1. The nature and substance of all the Applicant’s information in its files (except medical information) at the time of the request.
2. The sources of the information.
3. The creditors to whom the consumer reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished, and the Applicant may be accompanied by one other person when visiting the agency. If the Applicant is accompanied by another person, he or she must furnish reasonable identification, and the agency may require the Applicant to furnish a written statement granting permission to the agency’s personnel to discuss the Applicant’s file in the other person’s presence.

The applicant can obtain information from the consumer reporting agency by the following methods:

1. The Applicant can appear in person at the agency during normal business hours, with reasonable notice to the agency, and with reasonable identification.
2. The Applicant can receive the information by telephone provided the Applicant has first made written request of the agency to obtain disclosures by this means. The Applicant must pay any toll charges involved, and may be required to provide proper identification.

The Village will not use the information from the credit report in violation of any applicable Federal or State equal Opportunity law or regulation. Before the Village takes any adverse action, based in whole or in part upon information contained within the credit report, the Village will provide a copy of the credit report to the Applicant along with a description of the Applicant’s rights under the Federal Credit Reporting Act, 15 USCS 1681(g)(3).

The undersigned consents to the release of this information.

(Signature) _____
(Date)

(Print Name) _____
(Telephone Number)

(Address, City, State, Zip)

Last Name: _____ First: _____ Middle: _____



**PRE-EMPLOYMENT
BACKGROUND AUTHORIZATION**

I authorize and empower the Village of Hawthorn Woods and its representatives, any consumer reporting agency, or other outside service company engaged by said organization for this purpose, now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation and other relevant information, through correspondence or personal interviews with neighbors, friends or others with whom I am acquainted or who may have knowledge concerning any of the above items.

I am aware and understand that my fingerprints and/or personal identifiers will be taken and used to check the criminal history record information files of the Illinois State Police and the Federal Bureau of Investigation. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

I authorize and empower the Village of Hawthorn Woods to review my personnel file at my current place of employment as a Police Officer.

Upon written request, I understand that said organization will provide me with information regarding the scope of the investigation if one is made.

I release the Village from any liability for damages resulting from conducting the background investigation.

I certify that I have read this authorization form and understand its meaning and purpose.

A photocopy of this release form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Signature (Including Middle Initial)

Date

Print Name

Maiden Name if Applicable

Address

*Date of Birth

City, State, Zip

*Sex / * Race

Driver's License Number / State of Issuance

Social Security Number

* Sex, Race, and Date of Birth are personal identifiers that will not be used in an employment decision.
decision.

**VOLUNTARY EEO IDENTIFICATION
APPLICANT FLOW DATA**

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, gender, and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements. The Village of Hawthorn Woods believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status or any other protected group status.

Position Applied For:

Date:

Home Zip Code:

Race/Ethnic Data:

American Indian or Alaskan Native

Asian

Black or African American

Hispanic or Latino

Native Hawaiian/Pacific Islander

Two or more races

White

Gender:

Male

Female

I choose not to self-identify

Veteran Status: As defined under one or more of the following : **YES** **NO**

- Served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released with other than a dishonorable discharge; or
- Was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; or
- Who served on active duty in the US military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Hati, Somalia & Bosnia); or
- One who served on active duty in the US military, round, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran)

Recruitment: How did you first hear about the position?

- Career Fair / College Job Board
- Village Website
- Social Media
- BlueLine
- Other source _____

Thank you for your participation

AN EQUAL OPPORTUNITY EMPLOYER