

Hartford Police Department

507 N. Delmar Ave

Hartford, IL 62048

Phone #618-254-4393 Fax #618-251-2683

policedepartment@hartfordillinois.net



Police Officer ** Job Application ** Police Clerk

Applicants Name _____ Date _____

MINIMUM REQUIREMENTS:

- Authorized to work in the United States.
- Be a graduate of an accredited high school or have obtained a certificate of equivalency recognized by the Illinois Department of Education (i.e., GED).
- Able to pass an extensive background investigation.
- If applicable, possess a valid Illinois Driver's License at the time of appointment.
- If applicable, possess the physical strength necessary to perform the duties or job of a Police Officer.
- If applicable, Able to pass the physical and mental examinations prescribed by the department.

Vision Requirements (Summarized for the position of a police officer)

- Visual acuity corrected to 20/20
- Good Depth Perception
- Good Color perception
- Good Peripheral vision
- Good eye health

DIRECTIONS: READ CAREFULLY BEFORE PROCEEDING

1. These instructions will assist you in properly completing your application.
2. This application should be completed **NEATLY** in black ink in your own handwriting or printing. If you need any special accommodation to complete this questionnaire, contact the Hartford Village Clerk.
3. Be certain that your answers are legible.
4. Read each question carefully before answering.
5. Be certain that each question is answered **COMPLETELY, CORRECTLY** and **HONESTLY**.
6. IF a question does not apply to you, write N/A (Not applicable) in the space. **Leave no blank spaces**.
7. Initial **EACH** page on the bottom right corner.
8. Additional space is provided on pages 11 & 12 for answers which might require clarification or further explanation. All entries on pages 11 & 12 will begin with page (3-10), Section (Letters A-J), and the Question Number you are explaining or clarifying.
9. Pursuant to Public Law 93-579 the disclosure of your Social Security Number is completely voluntary. Your refusal to reveal it will in no way affect application for any job or consideration provided by this department. The Social Security Number assists the department in differentiating between applicants with similar or identical names. You may also use the last four digits of the social Security Number if you prefer.

THE VILLAGE OF HARTFORD IS AN EQUAL OPPORTUNITY EMPLOYER

CONFIDENTIAL APPLICANTS PERSONAL HISTORY QUESTIONNAIRE

The Village of Hartford resolved that subject to all applicable State and Federal statutory or judicial exemptions, all qualified applicants for employment and/or advancement, whether commissioned or civilian, shall be given equal opportunity for consideration, selection, appointment, and retention regardless of race, color, religion, sex, national origin, age disability or political affiliation.

VERIFICATION OF INFORMATION

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment or training with the Hartford Police Department. An extensive background investigation will be conducted into your personal history.

Supplying any FALSE, MISLEADING, or INCOMPLETE information substituted for accurate information will be grounds to disqualify you from further consideration in the application process with the Hartford Police Department.

I confirm that I have read and that I understand the above and that all statements and documents presented to the Hartford Police Department are TRUE, CORRECT, COMPLETE and made in GOOD FAITH.

Print Name

Signature

Date

Please indicate the positions you are applying for: **Police Officer** _____ or **Police Clerk** _____

AND

Full Time _____ or **Part Time** _____

PERSONAL HISTORY STATEMENT

A. APPLICANT IDENTIFICATION – Information provided here is used for identification purposes only.

Last Name **First Name** **Middle Initial** **Social Security Number**

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Street address **City** **State** **Zip Code**

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Date of Birth
(Mo/Da/Year) **Home Telephone** **Alternate or Cell Phone** **Business Telephone**

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Are you legally authorized to work in the US? YES _____ NO _____

If **NO**, do you have a work permit? YES _____ NO _____

Have you had your name legally changed? YES _____ NO _____

If **YES**, list previous Name(s) _____

Date of Change _____ Reason for Change _____

Have you ever used any other names not legally changed? YES _____ NO _____

If **YES**, list ALL other names you have used. _____

B. RESIDENCES – List of addresses where you have lived for the past 10 years, beginning with your present address. Add extra page if necessary.

Dates	Street Address	City	County	State	Zip Code
From	To				

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C. WORK HISTORY – Beginning with your present or most recent job: list all employment including part-time, temporary, or seasonal employment. Attach extra pages if necessary.

Name & complete Address of Current or last employer	Dates Employed	Your Title	Name & Phone number of Supervisor	Salary \$
From / To:		Start / End		
Description of General Duties:				
Reason for leaving:				
Name & complete Address of Current or last employer				
Dates Employed		Your Title	Name & Phone number of Supervisor	Salary \$
From / To:		Start / End		
Description of General Duties:				
Reason for leaving:				
Name & complete Address of Current or last employer				
Dates Employed		Your Title	Name & Phone number of Supervisor	Salary \$
From / To:		Start / End		
Description of General Duties:				
Reason for leaving:				

Name & complete Address of Current or last employer	Dates Employed	Your Title	Name & Phone number of Supervisor	Salary \$
From / To:			Start / End	
Description of General Duties:				
Reason for leaving:				
Name & complete Address of Current or last employer	Dates Employed	Your Title	Name & Phone number of Supervisor	Salary \$
From / To:			Start / End	
Description of General Duties:				
Reason for leaving:				
Name & complete Address of Current or last employer	Dates Employed	Your Title	Name & Phone number of Supervisor	Salary \$
From / To:			Start / End	
Description of General Duties:				
Reason for leaving:				

D. MILITARY SERVICE

1. Have you ever served in the U.S. Armed Forces? YES _____ NO _____ If YES answer the following:

Dates of Service	Branch of Service	Unit Designation
From To		
Highest Rank Held	Type of Discharge	

2. Do you currently serve in a military reserve? YES _____ NO _____

3. If YES, in what capacity? _____

4. Were you ever disciplined while serving in the military (including court-martial, captain's mast, company punishment etc.,)? YES _____ NO _____

Charge	Date	Disposition

- If discharged from military service, attach a copy of your DD-214 to this application.

E. EDUCATIONAL HISTORY

1. Last High School Grade Attended _____

Name of School	City and State	Dates Attended	Graduated (YES/NO)

- Attach a copy of your High School Diploma or G.E.D. certificate to this application.

List ALL technical schools, colleges, and/or universities you have attended:

Dates Attended From - To	Name of School	Complete Address	Major	Minor	Degree or Certification Received	Date Received

F. SPECIAL SKILLS AND QUALIFICATIONS:

1. Police Academy Certification (Include the Academy Class #, Dates attended, Location and Certifying Agency.) If you attended a Police Academy outside of Illinois, please provide the name, address, and phone number of the Academy along with the above requested information.

2. List any Special Skills you may possess (foreign language proficiencies, computer programming/skills, etc.) that may benefit you in the performance of a job in Law Enforcement.

G. CRIMINAL HISTORY

1. Have you ever been investigated for, arrested for, convicted of, or pled guilty to a felony?
YES _____ NO _____ If YES, complete the following:

Date	Alleged crime	Police agency, city & state	Disposition of case

2. Have you ever been investigated for, arrested for, convicted of, or pled guilty to a misdemeanor?
YES _____ NO _____ If YES, explain:

3. Have you ever been investigated for, arrested for, convicted of, pled guilty to domestic violence or been the Respondent of an order of protection? YES _____ NO _____ If YES, explain:

4. Are you presently on probation for any criminal offense? YES _____ NO _____ If YES, explain:

5. Have you ever illegally used, sold, or furnished drugs or narcotics to anyone?
YES _____ NO _____ If YES, explain:

H. TRAFFIC RECORD

1. Do you possess a valid driver's license? YES _____ NO _____

State of issue	Driver's license number

2. List all states where you were issued a driver's license (including the driver's license #)

State of issue	Driver's license number

3. Has your driver's license ever been suspended or revoked?
YES _____ NO _____ If YES give date and reason.

Date	Reason for suspension or revocation

4. Have you ever been denied auto insurance, or had your auto insurance policy cancelled?
YES _____ NO _____ If YES, explain:

5. Are you presently on probation or supervision for any traffic offense?
YES _____ NO _____ If YES, explain:

6. Have you ever been arrested for, convicted of, or pled guilty to any alcohol related traffic offense, or had charges reduced in relation to alcohol related traffic offenses?

YES ____ NO ____ If **YES**, explain (including charges for which you received a suspended sentence).

I. REFERENCES

1. Provide a list of at least Four (4) personal references who know you well enough to provide current information about you as an individual.

Full name	Complete address	Phone number
Relationship	Years known	Email
Full name	Complete address	Phone number
Relationship	Years known	Email
Full name	Complete address	Phone number
Relationship	Years known	Email
Full name	Complete address	Phone number
Relationship	Years known	Email
Full name	Complete address	Phone number
Relationship	Years known	Email
Full name	Complete address	Phone number
Relationship	Years known	Email
Full name	Complete address	Phone number
Relationship	Years known	Email

2. List names of friends or relatives (Whether by blood or marriage) working for the VILLAGE OF HARTFORD.

Name	Relationship	Department where employed

J. PERSONAL DECLARATIONS

1. Have you made an application for employment with this or any other Law Enforcement Agency?
YES _____ NO _____ If YES, explain:

Name of Department/Agency	Applied	Application Status	Reason for rejection or declining the appointment

2. Are there any incidents in your life or details (positive or negative) not mentioned herein which may influence this department's evaluation of your suitability for employment as a Police Officer?
YES _____ NO _____ If YES, explain:

3. Have you ever been associated with any Organizations, Movement Group's, or Combination of persons which are subversive or have a policy advocating force or violence?
YES _____ NO _____ If YES, explain:

4. If applying to be a **police OFFICER**, are you able to complete the Police Academy Power Test and/or perform the essential functions of the position of Police Officer with or without reasonable accommodations? YES _____ NO _____ N/A _____

5. If applying to be a **police CLERK**, do you require reasonable accommodations to perform your job and if so, what would they be? YES _____ NO _____ N/A _____ If YES, explain:

Use THIS SHEET FOR ANY ADDITIONAL INFORMATION. LIST PAGE, SECTION AND QUESTION NUMBER TO WHICH THE ADDITIONAL INFORMATION APPLIES. PUT YOUR INITIALS AT THE END OF EACH ITEM AND SIGN YOUR INITIALS AT THE BOTTOM OF THIS PAGE.

[illegible]

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[illegible]

Applicant Certification

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that such misrepresentations, omissions, or falsifications will be grounds for the immediate rejection or termination of employment.

I fully realize that withholding information or making false or incomplete statements during the pre-employment testing will be a basis for dismissal and permanent disqualification from the Village of Hartford and/or the Hartford Police Department.

Signature of Applicant

Date

Hartford Police Department

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APPLICATION CHECKLIST

A copy of the following documents must be included with this application or explain fully as to why they are not included. All documents submitted become the property of the Village of Hartford and/or the Village of Hartford Police Department and **WILL NOT BE RETURNED.**

The following items in their entirety should be submitted by **ALL** applicants:

DOCUMENT	YES OR NO
1. Birth certificate	_____
2. High School Diploma or GED certificate	_____
3. College diploma and or certified transcripts (if applicable)	_____
4. Military discharge DD214 indicating type of discharge (if applicable)	_____
5. Special awards or training certificates (school, military, law enforcement, etc.)	_____
6. Proof of Police Academy Training	_____
7. Copy of valid Motor Vehicle Operators License	_____

Document number and reason not included:

[illegible]



Application for Employment

Hartford Police Department

507 N. Delmar Ave.

Hartford, IL 62048

(618) 254-4393



AUTHORIZATION TO RELEASE INFORMATION

The undersigned hereby authorizes the release and full disclosure of any information and all records, concerning the undersigned to any authorized agent of the Hartford Police Department.

The undersigned authorizes the disclosure and furnishing to the Hartford Police Department, copies of any and all information relating to the undersigned's employment, work record, credit history, salary, attendance, education, disciplinary history, performance evaluations, reputation, medical records, criminal history, driving history, and military service records. Information of a confidential or privileged nature may be included. The information will be used to assist the Hartford Police Department with the undersigned's employment background investigation. All materials pertaining to this background investigation become the property of the Hartford Police Department.

The undersigned hereby releases Hartford Police Department from any and all liability or damages, which may result from furnishing the information requested. The undersigned acknowledges that in the event an application is disapproved, the source of confidential information cannot be revealed.

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

Signature: _____

Printed Name: _____

Date: _____

Witness Signature: _____

CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF INFORMATION

(Read fully and carefully before signing)

I, _____, hereby certify that all statements
(PRINT FULL NAME)
made on or in connection with this application are true and complete to the best of my knowledge and belief; and I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to initial employment or continued employment by the Village of Hartford Police Department.

I also do hereby authorize all law enforcement agencies, The Veteran's Administration, U.S. Army, U.S. Navy, U.S. Air Force, all military agencies, all Federal, State or Local Government agencies, State and Federal Tax Bureaus, Credit Bureaus, schools, and universities to furnish the Village of Hartford and/or the Village of Hartford Police Department, with any and all available information regarding myself; and for the release of any medical, physical, psychiatric, psychological records to the Village of Hartford and/or the Village of Hartford Police Department so that my suitability for police work may be determined.

I authorize the Village of Hartford and/or the Village of Hartford Police Department to make inquiries of my present and past employers regarding my character, integrity, and reputation.

I authorize the release of any, and all, information regarding my employment, credit, or any other information, whether personal or otherwise, that may or may not be in their records; and release said company or person from all liability for any damage whatsoever that may issue from furnishing such information to the Village of Hartford and/or the Village of Hartford Police Department.

A photocopy, faxed, electronically transferred, or emailed copy of this authorization will be considered as effective and as valid as the original.

Signature of Applicant

Date

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EQUAL EMPLOYMENT OPPORTUNITY VOLUNTARY SELF-IDENTIFICATION

(CONFIDENTIAL – FOR STATISTICAL USE ONLY)

We are an Equal Opportunity Employer and do not discriminate based on race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by Federal, State, or local law. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completing this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Please return this page with your completed application.

ETHNIC GROUP:

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

- ☐ Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin of race.
- ☐ White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North or South America (including Central America) and who maintain tribal affiliation or community attachment.
- ☐ Two or more races (Not Hispanic or Latino) – All persons who identify with more than one of the above six races.
- ☐ I do not wish to self-identify.