



**VILLAGE OF MATTESON
POLICE DEPARTMENT
POLICE OFFICER APPLICATION**

A. APPLICANT IDENTIFICATION – Information provided in this section is used for identification purposes only.

Name: _____
Last
First
Middle

Address: _____
Number
Street

_____ State _____ Zip

City

Telephone Number: _____ Email Address: _____

Social Security Number: _____

Are you authorized to work in the United States on an unrestricted basis? _____ Yes _____ No

B. WORK HISTORY – Beginning with your present or most recent job, list all employment since the age 16, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary.

1. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

2. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

3. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

4. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

5. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

6. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

7. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

8. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

9. From: _____ To: _____ Employer: _____

Address: _____

Phone Number: _____

Job Title: _____

Duties: _____

Supervisor: _____ Name of co-worker: _____

Reason for leaving: _____

C. EDUCATIONAL HISTORY

<u>High School</u>	<u>City & State</u>	<u>Graduate?</u>	
		<u>Yes</u>	<u>No</u>
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___

List in chronological order, beginning with your most recent college/university education:

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

College/University Attended _____

City & State: _____

Major/Minor: _____ Degree received, if any: _____

List other schools attended (Trade, Vocational, Business, etc.) *in chronological order, beginning with your most recent*. Give name and dates attended, course of study, certificate and any other pertinent information.

D. SPECIAL QUALIFICATIONS & SKILLS

List any special licenses you hold (such as Paramedic, Pilot, Radio Operator, Scuba, etc.), showing licensing authority, original date of issue, and date of expiration.

List any specialized machinery or equipment which you can operate.

If you are fluent in a foreign language, indicate in each area your level of fluency (Excellent, Good, Fair).

<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Understanding</u>	<u>Writing</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please use the space below to state why you want to be a POLICE OFFICER and why you wish to work in the Village of Matteson. You should also state the special talents that you feel you would bring to the position. (If you need more space, use a separate sheet of paper.)

E. REFERENCES – List five persons who know you well enough to provide current information about you. Do not list relatives or former employers.

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

Name _____ Residence Phone: _____

Home Address: _____ Business Phone: _____

City: _____ State: _____ Years known: _____

Business Address: _____ City: _____

State: _____

F. MEMBERSHIP IN ORGANIZATIONS (Past and/or Present)

<u>Name & Address</u>	<u>Type (Social, Fraternal, Professional etc. Do not include any religious or ethnic affiliations.)</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____

G. PERSONAL DECLARATIONS

Have you ever made an application for employment with this or any other police agency? ___ Yes ___ No
If yes, give agency, date(s), and status of application.

Are there any incidents in your life or details not mentioned herein which may influence the Fire & Police Commission's evaluation of your suitability for employment as a POLICE OFFICER?

___ Yes ___ No If so, explain _____

H. BACKGROUND INFORMATION – Information provided in this section will only be used for background checks if you are to be offered a position and will not affect your status as an applicant in any manner.

Name: _____

Driver's license number: _____

Height: _____

Weight: _____

Color of eyes: _____

Color of hair: _____

Sex: _____

Race: _____

Date of birth: _____

Place of birth: _____
City
County
State

Have you ever been arrested, detained by police or summoned into court for anything other than traffic violations?

____ Yes ____ No If yes, complete the following:

<u>Offense Charged</u>	<u>Police Agency City & State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any religious or other beliefs which would prevent you from fully performing the duties of POLICE OFFICER? (See job description.)

____ Yes ____ No If yes, explain: _____

**FOR STATISTICAL PURPOSES ONLY:
 PLEASE TELL US IN WHICH NEWSPAPER/WEBSITE YOU SAW THIS ADVERTISEMENT.**

I. FINANCIAL HISTORY

SOURCE OF INCOME

What is your present salary or wage? _____

Do you have income from any source other than your principal occupation? ___Yes ___No

If yes, how much? _____ How often? _____

The source? _____

Do you own any real estate? ___Yes ___No Value: \$ _____

Location: _____

Do you own any bonds, government or other? ___Yes ___No Value: \$ _____

Do you own any corporate stock? ___Yes ___No Value: \$ _____

Do you have a bank account? ___Yes ___No

Savings: Average Balance: \$ _____

Name and Address of Bank _____

Checking: Average Balance: \$ _____

Name and Address of Bank _____

J. FINANCIAL OBLIGATIONS

Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments and other debts and payments. Include account numbers where applicable. If you need additional space, attach a separate sheet of paper.

<u>Type</u>	<u>Name & Address of Creditor</u>	<u>Reason for debt or item Purchased</u>	<u>Account Number</u>	<u>Total Balance</u>	<u>Monthly Payment</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

K. MILITARY RECORD

Have you served in the U.S. Armed Forces? ____ Yes ____ No

Date of Service: From: _____ To: _____ Branch of Service: _____

Unit Designation: _____ Military Service Number: _____

Highest Rank Held: _____

Type of Discharge: _____

Were you ever disciplined while in the Military Service (include court martial, captain's masts, company punishments, etc.)? ____ Yes ____ No

<u>Charge</u>	<u>Agency</u>	<u>Date</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

L. RESIDENCE – List **ALL** addresses where you have lived during the past ten years, beginning with present address. List date by month and year. Attach extra page if necessary.

From	To	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

M. TRAFFIC RECORD

Has your driver's license ever been suspended or revoked? ___ Yes ___ No If yes, give dates, locations and reasons.

List to the best of your memory all traffic citations you have received, excluding parking tickets.

<u>Month & Year</u>	<u>Charge</u>	<u>City & State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations.

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

Signature of Applicant

Date