

Village of Southern View
3410 South Fifth
Southern View, Illinois 62703

Southern View Police Department

An Equal Opportunity Employer

Application for Employment
(Please print or type)

Applicant Questionnaire Instructions

Fill out this application completely and accurately. All statements in your application are subject to verification. Incorrect or incomplete statements may 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 page number and question. Use the term "DNA" if the question does not apply.

Position Desired: _____ Date Application Returned: _____

Name: _____ Sex: _____
Address: _____ Weight: _____
City/State/Zip: _____ Height: _____
Phone (home): _____ Eye Color: _____
(work) : _____ Hair Color: _____
(cell) : _____ Social Security Number: _____

Are you a U.S. Citizen? Yes No
Are you currently at least 21 years of age? Yes No
Are you Naturalized? Yes No
Date of Birth _____

List any other names and/or aliases you have used or been known by. Please indicate maiden name if applicable.

List any scars, birthmarks, tattoos, etc. that you may have.

Southern View Police Officers are required to pass regular physical fitness tests. Additionally, Police Officers may be required to physically overpower and control combative subjects. To your knowledge, are there any physical limitations that you possess that may prevent you from performing these required functions?

Yes No

If yes, please list.

Currently Southern View Police Officers work 8 & 10 hour shifts, both day and night. Additionally, officers may be called upon to work irregular schedules to cover open shifts. Scheduled shifts include weekends and holidays. Are there any reasons that would prevent you from working such a schedule?

Yes No

Due to the costs involved in training and equipping new officers, the Village of Southern View requires new full time officers to sign a three (3) year service contract with the Village and part time officers are required to sign a one (1) year contract. This contract stipulates that training and equipment expenses be reimbursed to the Village by officers leaving prior to the expiration of their contract. Would you have a problem fulfilling such a contract?

Yes No

RESIDENCE INFORMATION

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

Address : _____ From: (Month & Year) _____
City/State/Zip : _____ To: (Month & Year) _____

Address : _____ From: (Month & Year) _____
City/State/Zip : _____ To: (Month & Year) _____

Address : _____ From: (Month & Year) _____
City/State/Zip : _____ To: (Month & Year) _____

Address : _____ From: (Month & Year) _____
City/State/Zip : _____ To: (Month & Year) _____

EDUCATION INFORMATION

High School: _____ Grade Point Average: _____
Address: _____ Dates Attended: _____
City/State/Zip: _____ Graduation Date: _____

College/University: _____ Grade Point Average: _____
Address: _____ Dates Attended: _____
City/State/Zip: _____ Did you graduate from this school? [] Yes [] No
Degrees Earned: [] Associates [] Bachelors [] Masters

College/University: _____ Grade Point Average: _____
Address: _____ Dates Attended: _____
City/State/Zip: _____ Did you graduate from this school? [] Yes [] No
Degrees Earned: [] Associates [] Bachelors [] Masters

College/University: _____ Grade Point Average: _____
Address: _____ Dates Attended: _____
City/State/Zip: _____ Did you graduate from this school? [] Yes [] No
Degrees Earned: [] Associates [] Bachelors [] Masters

Have you ever been expelled or suspended from School?

[] Yes [] No

If yes, explain: _____

List other formal education beyond high school that you may have had, including training courses:

CRIMINAL HISTORY INFORMATION

Have you ever been convicted of an offense against the law or are you now under charges for the offense under the law?

(You may omit: (a) Traffic Violations for which you paid a fine of \$100.00 or less and (b) any offenses committed before your 17th birthday which was finally adjudicated in a juvenile court or under a youth offender law)..... [] Yes [] No

Have you ever been placed on probation? [] Yes [] No

Are there any warrants (traffic or otherwise) now pending against you? [] Yes [] No

Have you ever been the victim of a crime? [] Yes [] No

Was the crime reported to the police? [] Yes [] No

Have you ever been fingerprinted by a police agency for a reason other than an arrest? [] Yes [] No

If yes, explain: _____

EMPLOYMENT HISTORY INFORMATION

Starting with the most recent, describe ALL paid, military and applicable voluntary experience from the last fifteen years. Show all gaps in employment and explain. If you were dismissed from employment, explain on a separate sheet of paper. If you have military experience, please include a copy of your DD2-14.

Employers Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Type of Business: _____ Salary: _____

Duties: _____

Name of Supervisor: _____ Dates of Employment: _____

Title of Supervisor: _____ Reason for Leaving: _____

Employers Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Type of Business: _____ Salary: _____

Duties: _____

Name of Supervisor: _____ Dates of Employment: _____

Title of Supervisor: _____ Reason for Leaving: _____

Employers Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Type of Business: _____ Salary: _____

Duties: _____

Name of Supervisor: _____ Dates of Employment: _____

Title of Supervisor: _____ Reason for Leaving: _____

Employers Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Type of Business: _____ Salary: _____

Duties: _____

Name of Supervisor: _____ Dates of Employment: _____

Title of Supervisor: _____ Reason for Leaving: _____

Have you ever submitted an application for employment to another police department?

Yes No

If yes, list the agency and date of submission: _____

Have you ever been a law enforcement officer or held a similar position?

Yes No

If yes, list the agency and dates of employment: _____

Have you ever been forced to resign from a job because of unsatisfactory service or misconduct?

Yes No

If yes, explain: _____

Are you now, or have you ever been, self-employed?

Yes No

If yes, explain in detail: _____

Driving History Information

Do you possess a valid operator's or commercial driver's license from Illinois? _____ Yes No

Driver's License Number _____ Expires _____

Do you possess a valid operator's or commercial driver's license from any other state? _____ Yes No

Driver's License Number _____ Expires _____

Have you ever been refused an operator's or commercial license by this or any other state? _____ Yes No

Has your license ever been suspended or revoked? _____ Yes No

MILITARY SERVICE INFORMATION

Please provide a copy of your DD2-14 if applicable

Have you ever served in any military organization in the United States? _____ Yes No

If yes, what branch? _____ Service Number _____

Highest Rank Held? _____ Rank at Discharge _____

Were you ever convicted before any military court of an offense while in the service of your country? _____ Yes No

AUTHORITY TO RELEASE INFORMATION

Having made application for employment with the Village of Southern View Police Department and desiring that they be informed of my previous records and character, I hereby authorize an investigation into all records that may be of interest to them. This authorization includes, but is not limited to, medical, hospital, school, credit, military and employment records, whether privileged or not. This authorization to furnish information is executed in consideration of the Village of Southern View's President and Board of Trustees, giving my application consideration and shall serve as a release of liability to all parties furnishing such information to the Village of Southern View and its representatives.

Applicant's Printed Name: _____

Applicant's Signature: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Residence Telephone: () _____ Work Telephone: () _____

Date: _____

BASIC REQUIREMENTS:

- No criminal history
- Minimum two year degree or three to five years of related employment experience
- Must have completed the Basic 400 Hour Law Enforcement Officer's Training course and be certified by the Illinois Local Governmental Law Enforcement Officer's Training Board
- Must successfully pass the Training Board's comprehensive examination, if not currently certified by the Training Board, within six (6) months
- Must be able to pass an extensive background investigation
- Must provide own weapon and produce evidence of qualification with the weapon you will select for duty
- Must provide your own holster and leather
- Must have current and valid State of Illinois Firearms Owner ID (FOID)
- Must have valid Illinois Driver's License
- Must be at least 21 years of age
- Must be able to work various shifts in concert with co-workers in order to provide sufficient police patrols for the Village of Southern View
- Officers certified by the Training Board following employment must, in good faith, agree to remain employed with the Village of Southern View Police Department for a period of three (3) years if hired full time and for a period of one (1) year if hired part time, in favor of the Village of Southern View sponsoring the officer to qualify to take the Board's comprehensive examination and the expenses necessary to equip the officer
- Incomplete applications will be rejected

ITEMS TO BRING TO INTERVIEW:

- Training Board Certificate or evidence of successfully completing the Basic 400 hours training
- Copy of all police training certificates
- Copy of DD2-14 (discharge papers) if applicable

AT – WILL EMPLOYMENT STATEMENT

All employees are employed by the Village of Southern View Illinois on an at-will basis. The employment of any employee can be terminated, with or without notice and with or without cause at any time, at the option of either the Village or the employee.

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the Village of Southern View Illinois, my employment will be “at-will”, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of the Village of Southern View Illinois or myself.

I understand that I have the right to end my employment at any time and that the Village of Southern View Illinois retains the same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement, or modification is in writing and signed by the Village of Southern View.

Employee Signature: _____ Date: _____

CONTINUATION OF INFORMATION
(If necessary)

Signature: _____

Date: _____

VILLAGE OF SOUTHERN VIEW ILLINOIS

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