



**BOARD OF POLICE COMMISSIONERS**  
**Village of Round Lake Beach, Illinois**

*Equal Opportunity Employer*



**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. Social Security No.:
		4a. Cell Phone:	
		4b. Work:	

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

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

Name	Relationship	Address	Occupation

**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	
<b>Grammar Schools:</b>					
<b>High Schools:</b>					
<b>College or University:</b>	<b>No. Credit's Earned</b>	<b>Major/Minor</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Degree(s) Attained</b>
<b>Business College(s):</b>					
<b>Junior College(s):</b>					

12. Were you ever 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

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    Was the crime reported?  YES  NO

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, who are friends, fellow students, or fellow workers. (List only persons who you have seen frequently during the past year.)

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

### Electronic Social Network Websites

Email Address \_\_\_\_\_

1. Do you have a MySpace? \_\_\_ YES \_\_\_ NO

Screen Name \_\_\_\_\_

2. Do you have a Facebook Page? \_\_\_ YES \_\_\_ NO

Screen Name \_\_\_\_\_

3. Do you belong to any other type of Social Network Website(s)? \_\_\_ YES \_\_\_ NO

If YES Please List and describe:

## 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) \_\_\_\_\_

28b. Last assignment

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? \_\_\_ 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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

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

## 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:	Name & Title of Supervisor:
	Phone No.: (     )	Type of Business
	From (Date)              To (Date)	Monthly Salary:
2.	Explain what your duties were (include exact title or position):	Reason For Leaving: Name
	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:	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:	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:	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







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**TEST RESULT WAIVER**

I, \_\_\_\_\_, understand that all tests and the results thereof become the property of the Village of Round Lake Beach Police Commission and are not subject to review.

I further understand that falsifying any information on my application is sufficient cause for elimination from any further **consideration** in the overall examination process.

I hereby agree to abide by all Rules and Regulations of the Board of Police Commissioners of the Village of Round Lake Beach during the giving of any examination and after the examination as well as during any probation period I might be appointed to or as a regular member of the police department.

These rules are available for me to read at the police department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**RETURN WITH APPLICATION**



**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 \_\_\_\_\_