

CITY OF CREST HILL POLICE  
1610 PLAINFIELD ROAD  
CREST HILL, ILLINOIS 60403

Phone: (815) 741-5115

[HR@cityofcresthill.com](mailto:HR@cityofcresthill.com)

Fax: (815) 741-5142

# POLICE DEPARTMENT

## APPLICATION FOR EMPLOYMENT

The City of Crest Hill provides equal employment and advancement opportunities for all qualified applicants regardless of race, color, sex, national origin, age, religion, disability, marital status, sexual orientation or other legally protected classification.

### Personal Information

Application For: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Length of time at present address: \_\_\_\_\_

If you do not own the residence, list the complete name and address of the landlord/owner:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other names you have used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

City and State of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color : \_\_\_\_\_ Build: \_\_\_\_\_

Scars, Marks, Tattoos, Identifying Physical Characteristics:

Social Security Number: \_\_\_\_\_ FOID Card : \_\_\_\_\_

Are you eligible to work in the U.S.?  Yes  No

Are you at least 21 years of age or older?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?  Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  Yes  No

If you selected yes, please provide company name and details:

Can you operate a motor vehicle?  Yes  No

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

Class: \_\_\_\_\_ Restrictions (detail) : \_\_\_\_\_

Have you ever been refused a driver's license in any state?  Yes  No

Has your license ever been suspended or revoked?  Yes  No

Have you ever had a restricted driving permit?  Yes  No

Have you received a traffic ticket in the past five years?  Yes  No

If yes to any of the above questions, please provide complete dates and details:

Have you ever been convicted of ANY crime?  Yes  No

*You are not obligated to disclose expunged juvenile records of adjudication or arrest*

If yes, please provide the date, agency and charge/reason:

Have you ever been placed on probation, court supervision,  
station adjustment or ever required to pay a fine for any offense?  Yes  No

Have you ever been reported to any agency as a  
missing person or as a runaway person?  Yes  No

If yes to either question above please provide complete dates and details:

If it became necessary in the course of your duties as a police officer  
to take a human life, would you have any reluctance for any reasons?  Yes  No

**Previous Addresses (list past 10 years)**

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord Contact Information: \_\_\_\_\_

.....

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord Contact Information: \_\_\_\_\_

.....

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord Contact Information: \_\_\_\_\_

.....

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord Contact Information: \_\_\_\_\_

.....

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Landlord Contact Information: \_\_\_\_\_

**Employment Desired**

Available Start Date: \_\_\_\_\_ Hourly Rate/Salary desired: \_\_\_\_\_

Are you currently employed?                    \_\_\_ Yes \_\_\_ No

May we contact your present employer?                    \_\_\_ Yes \_\_\_ No

**Referral Source**

Have you ever worked for the City of Crest Hill?                    \_\_\_ Yes \_\_\_ No

If yes, please specify which position and when:

\_\_\_\_\_

How did you hear of this position?

\_\_\_\_\_

Have you ever submitted an application to any police or law enforcement agency prior to this application?                    \_\_\_ Yes \_\_\_ No

If yes, please list all of the agencies you have applied to and the dates and current eligibility status of each:

\_\_\_\_\_

## Education

Education	Name of School, Location	Number of years attended	Degree received	Subjects studied/ Major
High School				
College or University				
College or University				
Trade School/ Other				

Have you ever been suspended or expelled from any school? \_\_\_\_ Yes \_\_\_\_ No

If yes, list each suspension or expulsion and note both the school and reason for each incident:

## Employment History

Please list your employment history for the last 10 years. Begin with your most recent employer and list in reverse chronological order, including periods of unemployment. You may attach additional sheets as necessary. *Note: This section must be completed even if supplemented by a resume.*

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

Reason for leaving: \_\_\_\_\_

Were you ever subjected to any disciplinary action,  
formally or informally, in connection with any employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain:

**Character References**

Please list three persons, not related to you, who can provide past and current information.  
Do not include social or employment references.

Name	Phone Number	Company/Occupation	Years Acquainted



**Explanation of Interruptions in Employment History**

Please explain any interruptions in employment history that do not pertain to pregnancy, child care, disability or any other protected activity:

**U.S. Military Service**

If you have served in the U.S. Military, please provide the following information:

Branch of Service:     United States Army                       United States Marine Corps.  
                                  United States Navy                               United States Air Force  
                                  United States National Guard     United States Coast Guard

Dates Served From: \_\_\_\_\_ To: \_\_\_\_\_

Were you honorably discharged?  Yes  No  I have not been discharged

**Additional Information**

Please list any job related professional licenses or certifications obtained, related training, coursework, special skills, or professional membership excluding memberships that identify your race, religion, color, national origin, ancestry sex, disability or veteran status:

Please list any foreign languages you speak and/or write indicating your level of proficiency:

Please list your Armed Forces primary duties, specialties, responsibilities and training:

Please list any awards, citations or medals you received while serving in the Armed Forces:

Please indicate your military reserve status: \_\_\_\_\_

If applicable, please provide branch of service, rank, immediate supervisor, reporting location (unit title, address) and frequency:

What is your present Selective Service Classification or rating: \_\_\_\_\_

Were you ever the subject of any disciplinary action while in the Armed Forces? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

Are you currently or were you ever a member of the National Guard? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list the state, regiment, unit, rank, immediate supervisor, type of discharge, and dates:

**Financial Information**

Please list the names of companies, firms, and individuals to which you are currently indebted or with which you have credit accounts and the current debt.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Current Debt: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Current Debt: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Current Debt: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Current Debt: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Current Debt: \_\_\_\_\_

What is your TOTAL MONTHLY PAYMENTS for your above listed debts? \_\_\_\_\_  
(Include housing, rent, insurance, credit payments, etc.)

Have you ever been refused credit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever had any of your property including automobiles repossessed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any legal action pending against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been refused a bond? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any unpaid judgements against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently delinquent in real estate or other taxes? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever filed for bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever had your wages attached or garnished? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been a party to any court action? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been refused insurance of any kind?  Yes  No

Have you ever had an insurance policy of any kind canceled?  Yes  No

If you should be hired by the City of Crest Hill Police Department,  
Do you anticipate receiving income from any other source?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever taken money or anything of value dishonestly?  Yes  No

If yes, please explain:

Besides your present employment, please list any other sources of income you currently have:

Are you currently engaged in an business as an owner,  
partner, or corporate member, active or silent?  Yes  No

If yes, please explain:

Have you ever received unemployment benefits or other  
local, county, state or federal welfare benefits or assistance?  Yes  No

If yes, please provide dates and details:

Please list the banks where you have accounts and the type of accounts:

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_  
.....

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_  
.....

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_  
.....

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_  
.....

With respect to your current residence do you:      \_\_\_\_\_ Rent      \_\_\_\_\_ Own      \_\_\_\_\_ Neither

Do you own a motor vehicle?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Please list the name and address of the title holder and legal owner:

Please list the date of purchase for your vehicle(s): \_\_\_\_\_

Vehicle(s) Model and Year: \_\_\_\_\_

Company that insures vehicle(s): \_\_\_\_\_

**City of Crest Hill Police Department Authorization to Release Information and Records**

I, \_\_\_\_\_, do hereby authorize a review of all records concerning myself to any duly authorized agent of the Crest Hill Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of any and all records maintained or in the possession of the Federal Bureau of Investigation, Illinois State Police, Crest Hill Police Department and any other law enforcement agency deemed appropriate which contain criminal history information and data for arrests, convictions and sentencing data for my personal history. Additionally, as part of my employment application with the City of Crest Hill, pursuant to the Illinois Personnel Record Review Act, 820 ILCS 40/7, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me within the past four years.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be provided to the City of Crest Hill, Illinois by the Crest Hill Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving such information; and I do hereby release said person(s), organization, institution, company, business, its officers, employees or agents, both collectively and individually from any and all liability for damages of any kind, which may be incurred to me, my heirs, family or associates as a result of furnishing such information in compliance with this request and authorization. I further release the Crest Hill Police Department from any and all liability, which may be incurred, or as a result arise from the collection of such information.

The original copy of this authorization is on file with the City of Crest Hill Civil Service Commission and shall be valid for a period of three (3) years from the date subscribed below. I am specifically authorizing the **RELEASE OF ANY INFORMATION** requested and agree that a photocopy of the release shall have the same validity as the original copy, even though the said photocopy does not bear an original writing of my signature.

I have read and fully understand the contents of the above “**Authorization to Release Information and Records**”.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Please read, sign, and submit to the City of Crest Hill.**

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information in this application, on my resume, during interviews or any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand that the City of Crest Hill shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement position, I will be required to comply with the additional Civil Service requirements as set forth in the Illinois Municipal Code, 65 ILCS 5. I further understand that any offer of employment is conditional upon completing all tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by the City of Crest Hill neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the City at any time for any reason.

I understand that any offer of employment, either verbal or written, is conditional upon the successful completion of a pre-employment medical physical including drug screening, employment and education verification, background, and reference checks.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

You may email, fax, or mail this signed and completed application to:

The City of Crest Hill  
ATTN: Human Resources  
1610 Plainfield Road  
Crest Hill, IL 60403

[HR@cityofcresthill.com](mailto:HR@cityofcresthill.com)

*Please note applications are only accepted for positions that are currently available. If you have questions, or need assistance please contact the City of Crest Hill at (815) 741-5110.*

*The City of Crest Hill is an Equal Opportunity Employer.*

**Voluntary Equal Employment Information**

This form is strictly voluntary and will be kept separate from the application. It will not be used to make any employment decisions and is solely for compliance with equal employment regulations.

Position Applying for: \_\_\_\_\_

Home Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

Invitation to Self Identify:

Gender:    \_\_\_ Male    \_\_\_ Female

- Race/Ethnicity:    \_\_\_ **Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
- \_\_\_ **White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- \_\_\_ **Black or African American:** a person having origins in any of the black racial groups of Africa.
- \_\_\_ **Asian:** 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.
- \_\_\_ **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.