



Southern View Police Department  
3410 S. Fifth Street  
Southern View, IL 62703

An Equal Opportunity Employer  
Application for Employment  
(Please print or type)



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.

Applicant Questionnaire Instructions

Position Desired: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Phone: (Home) : ( ) \_\_\_\_\_ (Cell) : ( ) \_\_\_\_\_ (Work) : ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Height: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Weight: \_\_\_\_\_

Are you a U.S. Citizen?  
 Yes  No

Are you currently at least 21 years of age?  
 Yes  No

Are you Naturalized?  
 Yes  No

Gender?  
 Male  Female

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.

\_\_\_\_\_  
\_\_\_\_\_

As Police Officers, you 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 hr. 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 cost involved in training and equipping new officers, the Village of Southern View requires new full time officers to sign a three (3) year 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 of Southern View 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 (MM/YYYY): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_ From (MM/YYYY): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_ From (MM/YYYY): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_ From (MM/YYYY): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_ From (MM/YYYY): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_

**EDUCATION INFORMATION**

High School: \_\_\_\_\_ GPA: \_\_\_\_\_  
Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

College/ University: \_\_\_\_\_ GPA: \_\_\_\_\_  
Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Did you graduate from this?  
Degree Earned:  Associates  Bachelors  Masters  Yes  No

College/ University: \_\_\_\_\_ GPA: \_\_\_\_\_  
Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Did you graduate from this?  
Degree Earned:  Associates  Bachelors  Masters  Yes  No

College/ University: \_\_\_\_\_ GPA: \_\_\_\_\_  
Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Did you graduate from this?  
Degree Earned:  Associates  Bachelors  Masters  Yes  No

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 any charges for the offense under the law?  Yes  No

(You may omit: (a) traffic violations for which you paid a fine of \$250 or less and (b) any offenses before your 18<sup>th</sup> Birthday, which was finally adjudicated in a juvenile court or under a youth offender)

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 finger printed by a police agency for a reason other than an arrest?  Yes  No  
If yes, explain: \_\_\_\_\_

**DRIVING HISTORY**

Do you possess a valid Illinois operator’s or commercial Driver’s License?  Yes  No

Driver’s license Number \_\_\_\_\_ Expires: \_\_\_\_\_

Do you possess a valid operator’s or commercial Driver’s License from another State:  Yes  No

Driver’s License Number \_\_\_\_\_ Expires: \_\_\_\_\_

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

Has your license ever been suspended or revoked?  Yes  No  
If yes, explain: \_\_\_\_\_

**EMPLOYMENT HISTORY INFORMATION**

**Starting with the most recent, describe ALL paid, military and applicable voluntary experiences from the last 10 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Employers Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

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Type of Business: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employers Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes  No

If yes, list the agency and dates 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 been forced to resign from a job because of unsatisfactory service or misconduct?

Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

### **MILITARY SERVICE INFORMATION**

**Please provide a copy of your DD2-14 if applicable**

Have you ever served in the 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

**ATHORITY TO RELEASE INFORMATION**

Having made application for employment with the Village of Southern View Police Department and desiring that they be informed of my pervious 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: \_\_\_\_\_



## ***SOUTHERN VIEW POLICE DEPARTMENT***

### **BASIC REQUIREMENTS:**

- No criminal history
- Must have completed the Basic 460 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 duty gear.
- Must have 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 the 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 expense 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 460 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 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

(NAME OF EMPLOYEE)

Or any rights in the nature of a contract. I agree and understand that if I am hired by the Village of Southern View, my employment will be “at-will”, for an indefinite period of time, and may be terminate at any time, with or without cause or notice, at the option of the Village of Southern View or myself.

I understand that I have the right to end my employment at any time and that the Village of Southern View 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 contact, agreement, or modification is in writing and signed by the Village of Southern View.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CONTINUATION OF INFORMATION  
(IF NECESSARY)

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