

**HIGHLAND POLICE DEPARTMENT
BOARD OF POLICE AND FIRE COMMISSIONERS
TESTING APPLICATION FORM**

INSTRUCTIONS: Fill out this application form completely and accurately. All statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from employment and/or consideration.

(Please print or type)

Name: _____
Last First Middle

Current Address:

Street Address Apartment City State Zip code
County () () Work Phone Home Phone E-mail Address

Driver's License No. State Issued Issuing Date

Expiration Date Valid Driver's License: () Yes () No Citizen of the United States: () Yes () No

() Age 35 or over? Check here if Age Limit Extension is requested for Military Service _____ Number of years served

Education (Please check ALL that will apply by January 2025)**:

- () 60 semester hours in Admin. of Justice or similar _____
- () Associate's Degree _____
- () Associate's Degree in Law Enforcement _____
- () 16+ yrs., Bachelor's Degree _____
- () 17+ yrs., Graduate Degree _____

In lieu of education requirement:

- () 24+ months of honorable active duty in the US Armed Forces
- () 180 days of honorable active duty in US Armed Forces Combat Duty recognized by the US Dept. of Defense

In addition to the education/military service requirement:

- () Completed an IL full-time LE Academy or another state's transferrable equivalent
- () Have a minimum 24 consecutive months of full-time law enforcement experience
- () Hold a full-time LE officer certificate in the state of IL or be able to become certified within 6 months of hire

**** If you will complete any of the above requirements by the end of the Fall Semester 2024, you will be eligible for this test cycle. Please check the requirement that you expect to obtain by or before January 2025.**

I understand that omissions, misrepresentations or false statements on my application form will be basis for no further employment consideration. I certify that there are no misrepresentations, omissions or false statements in my application form.

Signature Date

BACKGROUND DATA SHEET

Highland Police Department Board of Police and Fire Commissioners

NAME _____

Last 4 of Social Security Number

Today's date

1. Are you currently a certified police officer?

() Yes→ What municipality or accredited law enforcement training center? _____

() No→ Have you been an officer within the past 3 years?
() Yes
() No

2. Do you plan to submit a DD214 (re: military service)

() Yes
() No
() N/A

3. What is the highest level of education you will have completed by January 2022?

() 60 semester hours of college
() Associate's Degree
() Associate's Degree in Law Enforcement
() 16+ yrs., Bachelor's Degree
() 17+ yrs., Graduate School
() N/A

4. Are you currently taking classes at a college?

() Yes; Name of Institution: _____
() No

5. If you have taken college courses but not yet earned a degree, indicate the number of semester hours you will complete by January of next year. Note: you do not need to answer this question if you have earned a college degree.

6. If you have 2 or more years full-time law enforcement experience with a municipal, county, state or federal agency, please list the details below.

Department Name

Dates: From To

Department Name

Dates: From To

Department Name

Dates: From To

Applicant Signature: _____

Date: _____

AUTHORITY FOR RELEASE OF INFORMATION AND RECORDS

I, _____, do hereby authorize a review of all records concerning myself to any duly authorized agent of the Highland Police Department, whether the said records are of a public, private or confidential nature, including, but not limited to, applicant background information.

I authorize you to furnish the Highland Police Department with any and all information that you have concerning my: work record, salary, attendance, reputation, medical records, criminal history, credit history, loan history, driving history, and military service records. Information of a confidential or privileged nature may be included. Your reply will be used to assist the Highland Police Department in determining my qualifications and fitness for the position I am seeking with the department.

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 considered in determining my suitability for employment by the Highland Police Department. I understand that all materials pertaining to this background investigation become the property of the Highland Police Department and will not be returned to me.

I hereby release you and your organization from any and all liability or damages which may result from furnishing the information requested. I further release the Highland Police Department and its agents from any and all liability which may be incurred or as a result from the collection of such information. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

Applicant's Signature

Date of Birth

Print Name

Date

Witness

Date

CITY OF HIGHLAND, ILLINOIS OFFICER RECRUITMENT
APPLICATION FOR EMPLOYMENT – *EQUAL OPPORTUNITY EMPLOYERS*

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

1. Name: _____
Last
First
Middle

2. List any other names, aliases you have used or been known by (include maiden name, if applicable).

3. Address: _____
 Street
 _____ _____
 State *Zip Code*

4. Telephone Number(s): (____) _____ (____) _____

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

6. Have you ever been convicted of a felony? _____ Yes _____ No
If "yes" provide crime classification and date of conviction. _____

B. EDUCATIONAL HISTORY

- | | | | |
|----|--------------------|-------------------------|--|
| 1. | <u>High School</u> | <u>City & State</u> | <u>Graduate?</u> |
| | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

2. College/University Attended _____
 City & State _____ Exp. Grad. Date _____
 Major/Minor _____ Degree Rec'd, if any _____
 Currently attending? ☐ NO ☐ YES; credit hours earned as of date of application: _____

3. College/University Attended _____
 City & State _____ Exp. Grad. Date _____
 Major/Minor _____ Degree Rec'd, if any _____
 Currently attending? ☐ NO ☐ YES; credit hours earned as of date of application: _____

4. College/University Attended _____
 City & State _____ Exp. Grad. Date _____
 Major/Minor _____ Degree Rec'd, if any _____
 Currently attending? ☐ NO ☐ YES; credit hours earned as of date of application: _____

5. List other schools attended (Trade, Vocational, Business, etc). Give name and dates attended, course of study, certificate and any other pertinent information.

6. Were you ever expelled or suspended from any school? _____ Yes _____ No
 If yes, explain _____

7. List other formal education beyond high school you may have, including special training courses:

8. List any special licenses or certificates you hold or have held:

C. EMPLOYMENT HISTORY

1. Have you ever taken a civil service exam? _____ Yes _____ No *If yes, please specify below.*

<u>Agency</u>	<u>Date</u>	<u>Position on List</u>	<u>Status</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are you now on any eligibility list? _____ Yes _____ No
 If yes, explain _____

3. Were you ever placed on a civil service list and not hired? _____ Yes _____ No
 If yes, explain _____

4. Were you ever rejected for any civil service position? _____ Yes _____ No
 If yes, explain _____

5. Have you ever been a law enforcement officer or held a similar position? ____ Yes ____ No
 If yes, Position _____ Dates _____ Location _____
 Position _____ Dates _____ Location _____
 Position _____ Dates _____ Location _____
6. Were you ever discharged or forced/asked to resign because of misconduct or unsatisfactory service or while under investigation? ____ Yes ____ No
 If yes, explain _____
7. Are you now, or have you ever been, engaged in any business as an owner, partner, or corporate member? ____ Yes ____ No
 If yes, explain _____

Beginning with your present or most recent job, list all employment for the past 5 years, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach/submit extra pages if necessary.

1. From _____ To _____ Employer _____
 Address _____
 Phone Number _____
 Job Title _____
 Duties _____

 Supervisor _____ Name of a co-worker _____
 Reason for Leaving _____
2. From _____ To _____ Employer _____
 Address _____
 Phone Number _____
 Job Title _____
 Duties _____

 Supervisor _____ Name of a co-worker _____
 Reason for Leaving _____

3. From _____ To _____ Employer _____

Address _____

Phone Number _____

Job Title _____

Duties _____

Supervisor _____ Name of a co-worker _____

Reason for Leaving _____

INDICATE BY NUMBER ANY OF THE ABOVE EMPLOYERS WHOM YOU DO NOT WISH FOR US TO CONTACT.

D. SPECIAL QUALIFICATIONS & SKILLS

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

2. List any special specialized machinery or equipment that you can operate.

3. 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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

1. Name _____ Residence Phone _____
Home Address _____ City/State _____ Years Known _____
Business Phone _____
Business Address _____ City/State _____
2. Name _____ Residence Phone _____
Home Address _____ City/State _____ Years Known _____
Business Phone _____
Business Address _____ City/State _____
3. Name _____ Residence Phone _____
Home Address _____ City/State _____ Years Known _____
Business Phone _____
Business Address _____ City/State _____
4. Name _____ Residence Phone _____
Home Address _____ City/State _____ Years Known _____
Business Phone _____
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

1. Have you ever made an application for employment with this municipality? _____ Yes _____ No

If yes, give date(s) and status of application.

2. Are there any incidents in your life or details not mentioned herein which may influence this department's evaluation of your suitability for employment as a police officer? _____ Yes _____ No

If yes, explain

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

1. Name: _____

2. Driver's license number: _____

3. Height: _____

4. Weight: _____

5. Color of eyes: _____

6. Color of hair: _____

8. Place of birth:

_____ City _____ County _____ State

9. List every member of your immediate family who is still living; include father, mother, sisters & brothers.

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

J. MILITARY RECORD

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

2. Date of service: From _____ To _____ Branch of Service _____

3. Unit Designation _____ Military Service Record _____

4. Highest Rank Held _____

5. Type of Discharge and Rank at Discharge _____

6. Give date and location of entrance to active duty _____

7. Give date and location of discharge _____

8. List period(s) of active service: From _____ To _____

9. List all draft classifications you have had (i.e. 1-A, etc.) _____

10. If you are not a veteran, list the following:

Local Board No. _____ Address _____

11. Are you now, or were you ever, a member of any branch of the U.S. Reserve Forces? ☐ Yes ☐ No

If yes, ☐ Active ☐ Inactive Branch _____ Unit _____ Rank _____

Address _____ From _____ To _____

12. Are you now, or were you ever, a member of the National Guard? ____Yes ____No
 If yes, what state? _____ Regiment _____ Unit _____ Rank _____
 Type of Discharge _____ From _____ To _____

13. Were you ever disciplined while in the Military Service? *(include court martial, captain's masts, company punishments in active service, reserve unit or National Guard)* ____Yes ____No

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

K. 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.

<u>From</u>	<u>To</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

With whom do you live at your current address? List full names & relationships

L. CRIMINAL HISTORY

1. Have you ever been reported as a missing person or runaway? ____Yes ____No

If yes, explain _____

2. Have you ever been the victim of a crime? ____Yes ____No

3. Have you ever been fingerprinted by a police agency other than for an arrest? ____Yes ____No

If yes, complete the following:

<u>Agency</u>	<u>Date</u>	<u>Purpose</u>
_____	_____	_____

M. TRAFFIC RECORD

1. Can you operate an automobile? ☐ Yes ☐ No
2. Do you possess a valid operator's or chauffer's license from Illinois? ☐ Yes ☐ No
If yes, date of expiration _____
3. Driver's License Number: _____ State _____
4. Have you ever been refused an operator's or chauffer's license in any other state? ☐ Yes ☐ No
If yes, please explain _____
5. Have you ever had an operator's or chauffer's license in any other state? ☐ Yes ☐ No
6. Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No
If yes, give dates, location & reasons below:

7. Has your license ever been placed on probation? ☐ Yes ☐ No
If yes, explain _____
8. 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> |
|-------------------------|---------------|-------------------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
9. 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 statements and answers to questions I have provided in this application. I am fully aware that any such willful misrepresentation, omissions, or falsifications may be grounds for immediate rejection or termination of employment.

Signature of Applicant

Date



City of Highland Police Department

Dr. Carole A. Widman, Chief of Police

Authorization for Release of Personal Information

The Authorization for Release of Personal Information is your signed permission for the Highland Police Department's Investigation Division to access your criminal, credit, traffic, medical, military, employment records and applications with other public safety agencies, as well as other entities the Investigation Division may contact.

Importance of Honesty Statement

This document is your signed statement that you will answer all oral and written questions completely and truthfully. Intentionally not disclosing, omitting, or concealing information or actions may be cause for permanent disqualification from employment and/or criminal charges.

Please PRINT your full name on the line below:

_____/_____/_____
Last name First name Middle name

Position(s) you are applying for:

☐ Police Officer

Importance of Honesty Statement

The above agency considers honesty to be the most important characteristic demonstrated by public safety applicants and employees. The importance of honesty from the time of application, through the background investigation and hiring process, and then the entire career cannot be overemphasized. Some activities or actions in your past may result in a temporary disqualification from employment consideration. Temporary disqualification may be based on time limits, additional documents or information you may need to provide. Temporary disqualification means you are eligible to continue in the hiring process or to reapply at a future date. Intentionally not disclosing, omitting, or concealing information or actions may be cause for permanent disqualification from employment. You are responsible for all answers, oral or written. If you have any question as to whether to disclose something, the answer is always "yes", disclose it. After you have signed this "Importance of Honesty Statement" and until you are hired, you must notify the department immediately if you:

- 1. Have any non-work related contact with any law enforcement agency or court; this would include arrest, criminal citations in lieu of arrest, questioning by a law enforcement officer, detainment by a law enforcement officer, traffic citations or any court or summons or appearance.**
- 2. Have any change in your employment or employment status; such as termination, reprimands or other disciplinary actions.**
- 3. Experience any event that changes or alters any information you have provided on the application or documents.**

Not complying with 1, 2, and 3 above may be cause for permanent disqualification from employment.

I have read and understand this "Importance of Honesty Statement".

Applicant's Signature: _____ Date: _____

Investigator's Signature: _____ Date: _____

Applicants – DO NOT WRITE IN THE SECTION BELOW UNTIL INSTRUCTED

Investigator, please review again with applicant before Initial Interview (Phase II)

Applicant's Signature: _____ Date: _____

Investigator's Signature: _____ Date: _____