Last Name:	Last	Name:
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VILLAGE OF ARLINGTON HEIGHTS An Equal Opportunity Employer Human Resources Department

33 South Arlington Heights Road Arlington Heights, IL 60005 Phone: 847-368-5161 Fax: 847-368-5990 www. vah.com

CERTIFIED ENTRY POLICE OFFICER APPLICATION

It is the policy of the Village of Arlington Heights to provide equality of opportunity to all persons regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected group status. This policy applies to all aspects of our personnel policies, practice and operations. The Village complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Human Resources Director in advance. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Arlington Heights. Please furnish us with complete information as outlined in this application. Please use typewriter or print in black ink.

Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Village of Arlington Heights.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE AS COMPLETE AS POSSIBLE. See the <u>Minimum Qualifications</u>. You cannot be considered for the position unless you meet these requirements.

Commission/certified entry/certified entry application
Revised 1/2014
Revised 8/2015
Revised 2/2018
Revised 4/2018
Revised 7/2019
Revised 10/2019
Revised 8/2020
Revised 12/2020
Revised 1/2021
Revised 8/2021
Revised 3/2022

MINIMUM QUALIFICATIONS

All persons possessing certification from the Illinois Law Enforcement Training and Standards Board may be considered for accelerated entry (referred to as "certified entry candidates"). Certified entry candidates selected must first meet all of the following criteria:

- 1. An Associate degree **OR** 60 hours of college credit from an accredited institution **OR** 24 months of honorable military service **OR** 180 days of military combat duty
- 2. Valid Driver's License.
- 3. Vision correctable to 20/20 in both eyes.
- 4. Pass medical exam including drug screening.
- 5. Previous status as a certified Police Officer in the State of Illinois for one year after completion of a probationary period,
- 6. Currently in good standing in the police department in which the person serves,
- 7. Possesses substantially equivalent skills and abilities as a Village of Arlington Heights Police Officer who has completed the probationary period, as determined by the Village, and
- 8. Taken and passed such examinations as the Commission deems necessary to determine fitness for duty as a police officer.

Certified entry candidates who have been determined by the Commission to meet the aforementioned requirements will <u>not</u> be required to attend an orientation or take a written examination. For such candidates, the examination process <u>may</u> consist of a background investigation, oral interview, polygraph, psychological, physical agility examination and medical examination.

An application is not complete without attaching the following documents

- 1. Essay question page 15
- 2. Signed copy of Authorization for Credit Report page 18.
- 3. Signed copy of Background Authorization page 19.
- 4. Copy of birth certificate.
- 5. Copy of Military Discharge form DD214, if applicable.
- 6. Copy of High School diploma or G.E.D. certificate.
- 7. ORIGINAL COLLEGE TRANSCRIPT MUST BE SENT DIRECTLY FROM THE INSTITUTION TO THE VILLAGE OF ARLINGTON HEIGHTS HUMAN RESOURCES DEPARTMENT.
- 8. Performance Appraisals and Evaluations for the past two years.

GENERAL INSTRUCTIONS

- 1. Type or print in black ink an answer to every question. To be eligible for consideration, applications MUST be complete, accurate and legible.
- 2. If a question does not apply to you, mark N/A in the space provided.
- 3. If space provided is insufficient, attach a separate sheet and precede the additional information with the section title to which you are referring.
- 4. It is your responsibility to notify the Village of any changes of address or phone number.
- 5. The Village of Arlington Heights Police Department will verify conviction record, places of employment and other information listed on this application.
- 6. If you have any questions, you may call (847) 368-5161 Monday through Friday 8:00 a.m. 5:00 p.m.

Last Name: _____ First:

Middle:

PERSONAL INFORMATION

Any other Previous Names:								
Current Address (street number, s	treet name, apartm	ent #, city	/, state,	zip):				
Age: City and State of Birth:								
Date of Birth:								
Email address:				_				
Home Phone (include area code) Cell Pl	none (inc	lude are	ea code)		Business Phone (include area code)		
Are you a United States citizen?			Yes	No				
Are you legally eligible for employ	ment in the U.S. ?		Yes	No				
If so required by law, are you regis the U.S. Selective Service?	stered with		Yes	No				
Have you ever been classified by your local selective service draft board or by any U.S Military branch or court as a conscientious objector? Ves No								
Have you suffered the amputation	of any limb?		Yes	No				
Who do you live with?(list all nan	nes and relationship	s)						
1.	2.					3		
						6		
*	0					0		
Do you hold a valid firearms owne	rs ID card?] Yes	No				
Number:	Exp	piration:						
Driver's License Number	<u>State</u>	<u>Expira</u>	tion Da	<u>te</u>		your Driver's License valid?] Yes No 🗖		
Did you ever hold a Driver's License in any other state(s)?								

Last Name:	First:	Middle:

RESIDENCES

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

From (Mo & Yr)	To (Mo & Yr)	Address of Residence	City & State

EDUCATIONAL INFORMATION

SCHOOL	Name and Mailing Address of School (including City and State)	Dates Attended From To	Credits Awarded	Degree
COLLEGE				
GRADUATE				
TECHNICAL OTHER				

Have you ever been disciplined by any school or been placed on any type of school academic, behavioral or disciplinary probation?

If yes, please explain:

Last Name: First:

(List all Jobs you have held for the last 10 years, including periods of Unemployment. Put your present or most recent Job first. Include Military Service in proper time sequence and temporary or part-time jobs.)

1.	Employer's Name & Phone Number	Address			Type of Business
	1				
		City	State	Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date)	To (Date)		
	Explain What your Duties Are:	_1		Reason for Leaving	
2.	Employer's Name & Phone Number	Address			Type of Business
		City	State	Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date)	To (Date)		
	Explain What your Duties Are:			Reason for Leaving	
3.	Employer's Name & Phone Number	Address			Type of Business
		City	State	Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date)	To (Date)		
	Explain What your Duties Are:			Reason for Leaving	
4.	Employer's Name & Phone Number	Address			Type of Business
		City	State	Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date)	To (Date)		
	Explain What your Duties Are:			Reason for Leaving	I
5.	Employer's Name & Phone Number	Address			Type of Business
		City	State	Zip	Exact Title or Position
	Name & Title of Supervisor	From (Date)	To (Date)		
	Explain What your Duties Are:	-		Reason for Leaving	·

Last Name:	First:	Middle	:
Were you ever discharged or fo	prced to resign from employment because of	misconduct or unsat	isfactory serv
lf yes, please explain:		☐ Yes	No 🗆
Have you ever been suspende	d by any employer for any reason?	☐ Yes	 No ∏
Have you ever been the subjec	t of an internal investigation in which the con	nplaint(s) was sustaiı	ned?
		🗌 Yes	No 🗌
If yes, please indicate the date,	investigating department, and nature of con	nplaint:	
Are you currently the subject of	an open internal investigation?	☐ Yes	No 🗌
If yes, please indicate the date,	investigating department, and nature of con	nplaint:	
	e, elected or appointed official at the Village	of Arlington Heights'	?
If yes, please list name/departn	nenvreiauonsnip:		

(If you have a relative working within the Police Department, you may be disqualified)

UNSALARIED EXPERIENCE, VOLUNTEER, WORK INTERNSHIPS ETC.

Organization:				
Organization's Address:				
Phone Number:		Position Held:		
From:	То:		# of hours worked weekly:	
Supervisor's name and title:				
Describe work performed:				

Last Name:		First:		Middle:	
		MILITARY SERVI	CE		
Veteran's Status:	☐ Veteran (DD2		 ─_ Non-Veteran		
Have you ever served in a			 □ Yes	No 🗆	
If Yes, what branch					
List all Military duty location	ons to include active	and/or reserve and c	luard annual training	g locations:	
			,	9	
What is your serial numbe	эг? Н	lighest rank held:	Rank at e	discharge:	
Give date and location of	entrance of active d	luty (City and State):			
List period(s) of active dut To (Date) From (D		Give date and loc	ation of discharge (City & State):	
What type of discharge di	d you receive?				
Honorable	Medical	Dishonorable	Honorable	e Conditions	
Were you ever convicted	at a court-martial?	□ Yes	No 🗆		
If yes, explain:					
Are you now or were you	ever a member of th	ne U.S Air/Army Rese	rve Forces?	⊐ Yes No	
If Yes: CACtive	Inactive 🗖	Branch:	Unit:		
Address:		Da	ates:		
Are you now or were you	ever a member of th	ne U.S Air/Army Natio	nal Guard?	□ Yes No	
If Yes, what state?					
Rank:	Type of discl	harge:	Dates:		-
List any disciplinary actior	ו taken against you	in the Military:			
How many years of <u>conti</u>	nuous, active duty	_have you served? _			
Please ii	ncluded a copy	of your DD214 w	ith application	submission	

CRIMINAL HISTORY

Have you ever been convicted of a felony? The Village of Arlington Heights will not automatically reject an applicant who has been convicted. This information will only be used for job-related purposes and only to the extent permitted by law. There is no obligation to disclose sealed or expunged records of conviction or arrest.	□ Yes	No 🗆
If yes explain:		
Have you ever been placed on probation? If yes, explain:	□ Yes	No 🗆
Have your ever been the respondent or named in an order of protection in any state?)	
If yes, explain:	□ Yes	No 🗆
Have you ever had a professional license or certification suspended or revoked?	□ Yes	No 🗆
Have you ever had an operator's or driver's license in another state? If yes, which state?	□ Yes	No 🗖
Have you ever been refused an operator's or driver's license in another state? If yes, which state?	□ Yes	No 🗆
Please list any and all traffic convictions, accidents and citations in the last five years; (include; location, time, constraints)		
WORK DISCIPLINE HISTORY Describe any discipline you have received:		
Have you ever had a Police Officer license or certification in ANY state suspended or revoked?	□ Yes	 No □
If Yes, where?		
Applicants must sign a waiver allowing the Village to review their person place of employment as a police officer.	nnel file at th	neir current
Applicants must submit copies of all performance evaluations and apprayeers with this application.	aisals for the	e past 2

CRIMINAL HISTORY CONT.

Have you ever been convicted of an offense other than a traffic violation? If yes, please complete the section below: □ Yes No 🗆

First:

Date	Agency	Crime Charged	Disposition of Case

Have you ever been fingerprinted by a police agency other than for an arrest	st?	
If yes, please complete the section below:	□ Yes	No 🗆

Agency	Date	Purpose

Last	Name:
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Middle:

Last Name:	First:

DRUG/NARCOTIC USE

1)	Within the last two years, have you illegally used Marijuana (by illegal, we mean illegal at the time and location that you used it)? Yes No If yes, please indicate estimated time of last use:
2)	Within the last five years, have you ever used or experimented with any illegal or non-prescribed drug, narcotic or substance? □ Yes □ No If yes, please indicate which of the following substance(s) you have ever used or experimented with and estimated time of last use:
	 Cocaine Estimated time of last use:
	 Amphetamines, methedrine, dexedrine, "speed," "crank" Stimated time of last use:
	 PCP (angel dust) • Estimated time of last use:
	 Crack cocaine, opiates, morphine, heroin Estimated time of last use:
	 □ Hallucinogens ○ Estimated time of last use:
	 Pharmaceutical drug not prescribed to you Name of drug(s): Estimated time of last use:
	 Illegal use of a prescription drug: Name of drug(s) Estimated time of last use:
	 Illegal drug not listed here Name of drug(s) Estimated time of last use:
	he responses to the above questions may prevent you from moving on in the hiring process for the position of Police Officer.**
	TATTOOS/BODY ART
	you have any tattoo, body art of brand that would be visible if wearing a Village uniform? ∕es □ No
lf y	es, please describe:

Do you have any body mutilations?

🗆 Yes 🗆 No

If yes, please describe:

If "yes" to either of the above questions, he/she may be disqualified from further consideration.

If you wish to clarify any of the above responses, please provide complete details below. (optional)

CREDIT HISTORY

List three commercial or business credit references (include Bank or Charge Accounts or Firms from which you have borrowed money for any purpose):

<u>Name a</u> 1.	nd Address of firm_	<u>Type of business</u>	<u>Amount</u>	<u>Approx. Date</u> Opened Closed
2.				
3.				

List any outstanding debts	and list amount(s) and	whether in	arrears:		
Amt. of original debt	Amt. now owed	In arrear □ Yes	s No 🗖	(Owe Name	d to) Address
1.					
2.					
3.					
4.					
5.					
6.					
		REFEREN	<u>CES</u>		
Fill in below the names of the od , preferably, more than fity, experience, personality	ive years. All persons				
1. <u>Name</u>	<u>Address</u>			Home Phone Number	
Business Address	Occupati	on/Professior	ו	Business Phone	Yrs Known
2. <u>Name</u>	<u>Address</u>			Home Phone Number	
Business Address	Occupati	on/Professior	1	Business Phone	Yrs Known
3. <u>Name</u>	Address			Home Phone Number	
Business Address	Occupati	on/Professior	I	Business Phone	Yrs Known

Last Name: First: Middle:					
PERSONAL HISTORY					
Do you have full-time police experience vice in addition to the probationary peri If Yes, please indicate where and dates		ve you complete	d one year of ser- No □		
Were you given a psychological examination of the second s		□ Yes	No 🗆		
Were you given a polygraph for any po	lice officer position?	□ Yes	No 🗆		
If Yes, please indicate for which depart	ment(s):				
Have you had a break of service in you If Yes, list dates not in active service, d	Ir law enforcement career? Iuration of break, and reason for break in	Yes Service:	No 🗆		
Have you ever been certified as a polic If Yes, where and dates of employmen		☐ Yes	No 🗆		
Have you ever held part time Police Of If Yes, where and dates of employmen		□ Yes	No 🗆		
Have you ever held any other profession If Yes, please list:	onal licenses or certifications?	□ Yes	No 🗆		

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LAW ENFORCEMENT TRAINING

Please describe courses taken relating to police work including basic police academy: (attach additional sheets if necessary).

Cours	e Title:			
Traini	ng Provider:		 	
Dates	of Course:	Hours:		
	-			
Cours	e Title:			
Traini	ng Provider:			
Dates	of Course:	Hours:		
Cours	e Title:			
Traini	ng Provider:			
Dates	of Course:	Hours:		
	_			
Cours	e Title:			
Traini	ng Provider:			
Dates	of Course:	Hours:		
Cours	e Title:			
Traini	ng Provider:			
Dates	of Course:	Hours:		
			 <u> </u>	
Cours	e Title:			
Traini	ng Provider:			
Dates	of Course:	 Hours:	 _	

AREAS OF POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations/crime prevention, training of officers, patrol, administration, public education, etc. Note the duration of each assignment and where held. Please give reasons for transfers or reassignments.

WORK ACTIVITIES

Describe any information regarding the following areas:

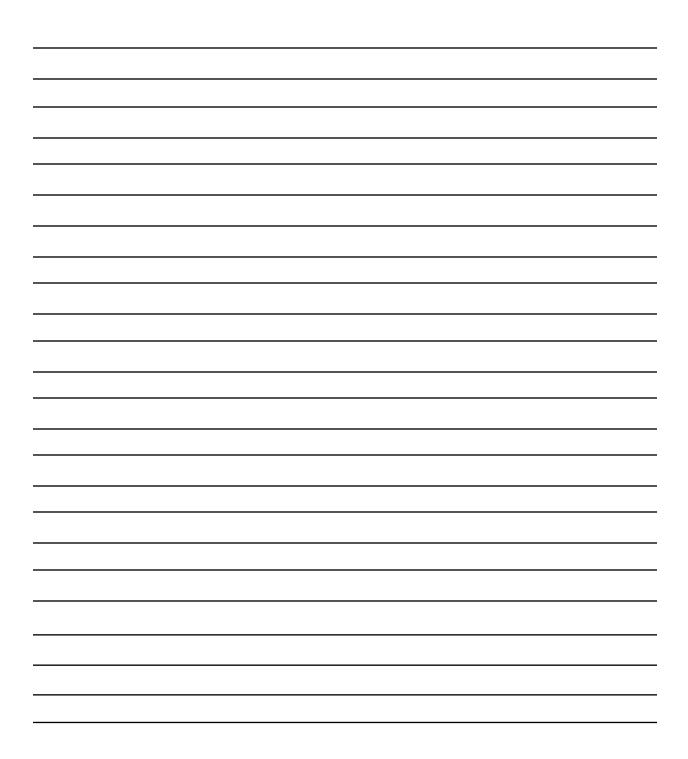
Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

ANSWER MUST BE IN YOUR OWN HANDWRITING, NOT TYPEWRITTEN

Discuss your interest in and qualifications for becoming a police officer with the Village of Arlington Heights?



CONTINUATION SHEET

Indicate in the left column the Section Title of the question you are answering, then complete your answer in the space provided.

Section Title	Continuation of Answer	

PLEASE READ THE FOLLOWING BEFORE SIGNING

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment. I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have personal or otherwise and release all parties from liability for any damage that may result from furnishing information to the Village of Arlington Heights.

In consideration of my employment I agree to conform to the rules and regulations of the Village of Arlington Heights.

Print Full Name

Signature in Full

Date

Please Note: All applications shall be kept on file for six months. If you are not hired during this period, and you would like to keep your application on file, you must contact the Human Resources Department to advise them of this and to make any changes. **Please Note:** If you fail to respond to a letter or phone call concerning your interest in the position, your application will be removed from the active file. Your application, also, will be removed from the active file if you fail to show for a scheduled test or interview.

The information listed below is NOT part of this application process, but it is used to improve advertising and recruiting efforts.

How did you FIRST learn of this opportunity?

The E	Blue Line website	postir	ng
Villag	e of Arlington Hei	ights p	posting
	Website		Facebook
	Twitter		Other (please specify):
Info	rmed by a current	t Villag	e of Arlington Heights / Arlington Heights Police Department employee
Info	rmed by a co-wor	ker in	another Police Department / municipality
Info	rmed by a friend o	or a re	lative
Othe	er referral source	(pleas	e specify):

ATTACH ALL DOCUMENTS TO THE LAST PAGE OF THIS APPLICATION. PLEASE STAPLE.

Last Name:

First:

AUTHORIZATION FOR CREDIT REPORT

("Applicant") hereby authorizes the Village of Arlington Heights to obtain a consumer credit report as part of its pre-employment background investigation from the following credit reporting agency:

Experian P.O. Box 2104 Allen TX 75013-0949 1-888-397-3742

The applicant has the right under federal law, on request and after providing proper identification, to obtain from the above-named consumer reporting agency the following information:

- 1. The nature and substance of all the Applicant's information in its files (except medical information) at the time of the request.
- 2. The sources of the information.
- 3. The creditors to whom the consumer reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished, and the Applicant may be accompanied by one other person when visiting the agency. If the Applicant is accompanied by another person, he or she must furnish reasonable identification, and the agency may require the Applicant to furnish a written statement granting permission to the agency's personnel to discuss the Applicant's file in the other person's presence.

The applicant can obtain information from the consumer reporting agency by the following methods:

- 1. The Applicant can appear in person at the agency during normal business hours, with reasonable notice to the agency, and with reasonable identification.
- 2. The Applicant can receive the information by telephone provided the Applicant has first made written request of the agency to obtain disclosures by this means. The Applicant must pay any toll charges involved, and may be required to provide proper identification.

The Village will not use the information from the credit report in violation of any applicable Federal or State equal Opportunity law or regulation. Before the Village takes any adverse action, based in whole or in part upon information contained within the credit report, the Village will provide a copy of the credit report to the Applicant along with a description of the Applicant's rights under the Federal Credit Reporting Act, 15 USCS 1681(g)(3).

The undersigned consents to the release of this information.

(Signature)

(Date)

(Print Name)

(Telephone Number)

(Address, City, State, Zip)



PRE-EMPLOYMENT BACKGROUND AUTHORIZATION

I authorize and empower the Village of Arlington Heights and its representatives, any consumer reporting agency, or other outside service company engaged by said organization for this purpose, now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation and other relevant information, through correspondence or personal interviews with neighbors, friends or others with whom I am acquainted or who may have knowledge concerning any of the above items.

I am aware and understand that my fingerprints and/or personal identifiers will be taken and used to check the criminal history record information files of the Illinois State Police and the Federal Bureau of Investigation. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

I authorize and empower the Village of Arlington Heights to review my personnel file at my current place of employment as a Police Officer.

Upon written request, I understand that said organization will provide me with information regarding the scope of the investigation if one is made.

I release the Village from any liability for damages resulting from conducting the background investigation.

I certify that I have read this authorization form and understand its meaning and purpose.

A photocopy of this release form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Signature (Including Middle Initial) Date Print Name Maiden Name if Applicable Address *Date of Birth City, State, Zip *Sex / * Race Driver's License Number / State of Issuance Social Security Number

Sex, Race, and Date of Birth are personal identifiers that will not be used in an employment decision. decision.

VOLUNTARY EE0 INDENTIFICATION APPLICANT FLOW DATA

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, gender, and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements. The Village of Arlington Heights believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status or any other protected group status.

Position Applied For:				Date:	Home Zip Code:	
Race/Ethnic Data:						
	American Indian or Alaskan Native			Asian		Black or African American
	Hispanic	or Latino		Native Hawaiian/Pacific Islan	der	Two or more races
	White					
Gender:		Male	Female	I choose not to self-identif	ý	

Veteran Status: As defined under one or more of the following : YES NO

- Served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released with other than a dishonorable discharge; or
- Was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; or
- Who served on active duty in the US military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Hati, Somalia & Bosnia); or
- One who served on active duty in the US military, round, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran)

Recruitment: How did you first hear about the position?

-) Career Fair / College Job Board
- () Village Website
- () Social Media
- () BlueLine
- () Other source _____

Thank you for your participation

AN EQUAL OPPORTUNITY EMPLOYER