



# APPLICATION FOR EMPLOYMENT

## MT. ZION POLICE DEPARTMENT

Received:
Date: _____
Time: _____
By: _____

Please return to:

**Mt. Zion Police Department**  
Board of Police Commissioners  
P.O. Box 49  
Mt. Zion, IL 62549

We welcome you as an applicant for employment with the Village of Mt. Zion Police Department. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the Village of Mt. Zion to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, political affiliation, gender, sexual orientation, age, marital status, veteran status, or physical or mental disability. This policy applies to all phases of full, part-time, and seasonal employment.

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 Mt. Zion. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying. Please type or print legibly. If you have any questions about the status of your application please contact the Mt. Zion Police Department at (217) 864-5414.

**Name:**

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(Last) (First) (Middle)

**Address:**

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(Street) (City) (State) (Zip Code)

**Date of Birth:** \_\_\_\_\_

**Type of work or title of job you are seeking:** \_\_\_\_\_

**Telephone Number:**

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(Day) (Evening)

## DRIVING RECORD & CRIMINAL HISTORY

Do you possess a valid Illinois Driver's License?     Yes     No

Class \_\_\_\_\_                      License Number \_\_\_\_\_

Do you have any restrictions?     Yes     No

If yes, please explain:

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Has your driver's license ever been suspended or revoked?     Yes     No

If yes, please explain:

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Have you ever been convicted of any criminal or traffic violation?     Yes     No

If yes, please explain (attach any documentation or additional information if necessary):

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In answering this question, you are not obligated to disclose sealed, annulled, or expunged convictions, or convictions that were pardoned by the Governor.

A criminal conviction will not necessarily be a bar to employment; rather, such information is only relevant in determining whether the conviction is directly related to the job for which you are applying. Failure to honestly answer these questions will result in discontinued consideration of the application or termination of employment.

State law prohibits any individual who has ever been classified as a conscientious objector from being appointed to the Mt. Zion Police Department. Have you ever been classified as a conscientious objector?     Yes     No

**MILITARY SERVICE**

Branch: \_\_\_\_\_

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

Explain your service (attached any documents or additional information if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MISC. EMPLOYMENT INFORMATION**

Are you legally authorized to work in the United States?     Yes     No

Are you presently employed?     Yes     No

    If yes, may we contact your current employer?     Yes     No

Are you presently working for the Village of Mt. Zion?     Yes     No

    Current Position: \_\_\_\_\_

Have you previously worked for the Village of Mt. Zion?     Yes     No

    Position: \_\_\_\_\_

    Reason for leaving: \_\_\_\_\_

Do you have any relatives currently working for the Village of Mt. Zion?     Yes     No

    Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

    Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

    Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

## EDUCATION & TRAINING

Select highest grade completed:

1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16+

Name and location of High School: \_\_\_\_\_

Graduated?  Yes  No  GED

Training beyond High School; list any college or universities, specialized training courses, apprenticeships, or other classes you have attended or training you have taken. Please give detailed information and locations of schools or training sessions, dates attended, credits earned, major areas of study, and degrees or certificates you have received. Attach any additional pages as necessary.

Name & Location	Credits Earned	Courses or Areas of Study	Degrees Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## EMPLOYMENT HISTORY INFORMATION

Begin with your current employer and work back. Account for all time during the past ten (10) years including periods of unemployment. List any other work experience that may qualify you for this position. Attach any additional pages as necessary.

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed	Pay or salary
	From:	Years:	Start:
	To:	Months:	Final:
Supervisor Name & Title: _____			
Your last job title: _____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Reason for leaving (be specific): _____			

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed	Pay or salary
	From: To:	Years: Months:	Start: Final:
Supervisor Name & Title:			
Your last job title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Reason for leaving (be specific):			

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed	Pay or salary
	From: To:	Years: Months:	Start: Final:
Supervisor Name & Title:			
Your last job title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Reason for leaving (be specific):			

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed	Pay or salary
	From: To:	Years: Months:	Start: Final:
Supervisor Name & Title:			
Your last job title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Reason for leaving (be specific):			

## CONTACTS & REFERENCES

**Emergency Contact – In case of emergency notify:**

Name	Address, City, State, Zip	Telephone #	Relationship
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**Professional References – List the names of three (3) supervisors/co-workers that you have known for at least one (1) year:**

Name	Address	City, State	Zip	Telephone #
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Name	Address	City, State	Zip	Telephone #
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Name	Address	City, State	Zip	Telephone #
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**Personal References – List the names of three (3) persons (not relatives of yourself or your spouse/partner) as references to your character, integrity, honesty, personality, and qualifications for an appointment with the Village of Mt. Zion Police Department.**

Name	Address	City, State	Zip	Telephone #
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Name	Address	City, State	Zip	Telephone #
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Name	Address	City, State	Zip	Telephone #
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**PLEASE READ CAREFULLY BEFORE SIGNING:**

I certify that all the statements in this application are true and accurate. I understand that any false statements on this application shall be considered sufficient cause for dismissal.

I authorize the Village of Mt. Zion to investigate any of the information contained herein, including the contacting of my references.

If I receive a conditional offer of employment from the Village, I agree to submit to a credit check, a psychological examination, and a physical examination, which includes a pre-employment drug test and a vision test, which I will be required to pass before being finally accepted for employment.

I further agree to comply with all the rules and regulations of the Village of Mt. Zion and the Mt. Zion Police Department in force now or any that may be established in the future.

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**Applicant's Signature**

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**Date Signed**

**APPLICANT MUST SIGN WAIVERS ON THE FOLLOWING 3 PAGES  
(PLEASE NOTE THAT 2 REQUIRE NOTARIZATION)**

# AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize any authorized representative of the Village of Mt. Zion bearing this release, or copy thereof, within 3 ½ years of its date, to obtain any information in your files pertaining to my employment, credit, or educational records including, but not limited to: academic, achievement, attendance, athletic, personal history, and disciplinary records; medical records, and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Village of Mt. Zion. I hereby release you, as the custodian of such records, and any law enforcement agency, school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, 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. Should there be any question as to the validity of this release, you may contact me.

Full Name: \_\_\_\_\_  
(Signature)

Full Name: \_\_\_\_\_  
(Typed or Printed Name)

Current Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Telephone Number: \_\_\_\_\_  
(Home) (Cell) (Other)

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

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**WAIVER/RELEASE OF LIABILITY  
APPLICANT FOR PUBLIC EMPLOYMENT**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ an applicant for employment as a POLICE OFFICER with the POLICE DEPARTMENT of the Village of Mt. Zion, Illinois, (the "Applicant") and the VILLAGE OF MT. ZION, ILLINOIS; its Board of Police Commissioners; the Village's and the Board of Police Commissioners' employees, agents, representatives and assigns (specifically any testing agency employed by the Village or its Board of Police Commissioners) hereinafter collectively referred to as the "Village"), witness:

WHEREAS, Applicant has applied to the Village for employment as a police officer; and

WHEREAS, the Village is required to subject the Applicant to a competitive testing process; and

WHEREAS, the Applicant has agreed to submit to a variety of examinations including a written examination, physical ability/agility, oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the Village; and

WHEREAS, the Village has agreed to administer said exams, on an as needed basis and as provided by the rules and regulations of the Village's Board of Police Commissioners, without expense to the Applicant, and

WHEREAS, both parties hereto, agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment, by the Village, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the Applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability/agility examination) or background investigation conducted by or for the Village as part of its pre-employment screening process for the position of police officer. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the Village may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, §40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant's own choosing.

\_\_\_\_\_  
Applicant's Signature

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## DISCLOSURE AND AUTHORIZATION

[IMPORTANT- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

### NOTICE REGARDING BACKGROUND INVESTIGATION

The Village of Mt. Zion may obtain information about you from a consumer reporting agency for purposes of employment. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants, volunteers, and contractors is an investigation into your education and/or employment history conducted by the Mt. Zion Police Department, or another outside organization. The scope of this notice and authorization is all encompassing, however, allowing the Village of Mt. Zion to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment or service to the district to the extent permitted by law.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand the above notice. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Village at any time after receipt of this authorization and throughout my employment and/or service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by the Mt. Zion Police Department, another outside organization acting on behalf of Village of Mt. Zion. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other / Alias / Maiden Name(s) \_\_\_\_\_

Social Security\*# \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

Driver's License # \_\_\_\_\_

State of Driver's License \_\_\_\_\_

Present Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

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

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

**\*This information will be used for background screening purposes only and will not be used as hiring criteria.**