



Application for Employment Village of Crestwood Police Department

INSTRUCTIONAL INFORMATION SHEET

The Instructional Information Sheet has been prepared to assist you in completing the application for police employment. If a question does not apply to you, please indicate "N/A" in the appropriate space. If you need additional space for a question on the application or want to give additional information, you must use the Continuation Sheet and/or you may use plain sheets that are the same size as this application for any other question. You should number each answer to correspond to each question and include your name and Social Security Account Number at the top of each continuation sheet.

Type or legibly print your answers in **black ink**. If your form is illegible, it will not be accepted.

Note: Persons with disabilities who require accommodations to complete the application process should notify the police department of their needs.

COMMON OMISSIONS

Incomplete information will delay the processing of your application. Therefore, answer each question as thoroughly as possible. A common omission is in Part XIV of the form, the middle name of relatives. If a relative does not have a middle name, indicate "NMN", meaning no middle name. If you are unable to furnish complete information concerning your parents or relatives, give a justifiable explanation as to why you cannot do so.

If you served in the Armed Forces, indicate in Part II, by each address, whether you lived on or off base. Be sure to indicate overseas tours. If you have relatives who are currently in the military, indicate their complete addresses and whether they reside on or off base.

TRANSCRIPTS

A copy of a high school diploma or GED will be required. Official transcripts of all college courses are not required, but are recommended.

YOU MAY DETACH THIS INFORMATION SHEET, BUT INCLUDE ALL OTHER SHEETS WITH YOUR COMPLETED APPLICATION.

Application for Employment Village of Crestwood Police Department

EFFECTS OF NONDISCLOSURE AND PENALTIES FOR INACCURATE OR FALSE STATEMENTS

The employment application forms request both mandatory and optional information. If you omit answering an item, you may not receive full consideration for a position: and without your social security number or birth date, we cannot process your application. Consequently, it is in your best interest to answer all of the questions. The U.S. Criminal Code, Title 18 § 1001, provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison, or both. Under 5 U.S.C. § 8315, a false answer to questions relating to membership in the Communist Party, U.S.A., or other communist or fascist organizations could deprive you of your right to annuity when you reach retirement age. Deliberately and materially making false or fraudulent statements on this form will be grounds for not granting you a security clearance and not hiring you or for firing you after you begin work. In addition, these violations will become part of your permanent record for future employment.

You are applying for a sensitive and important position, and your trustworthiness and suitability for CPD employment is vital to your eligibility for a security clearance. Consequently, your prospects for placement and a security clearance are better if you answer all questions honestly and completely. An investigation of your statements will include checking fingerprints, police records, and former employers. Should any questions on any of your statements arise, you will be given an adequate opportunity to respond, and your comments will be included in the official record. As a further condition of employment, you may be administered a polygraph examination. This examination will focus on your truthfulness on the Crestwood Police application form, which includes questions on prior drug use. Please note that you can be disqualified for Crestwood Police employment if you have done any of the following:

- used marijuana in the past 3 years,
- used marijuana more than 15 times,
- used an illegal drug or combination of illegal drugs, other than marijuana, more than 5 times,
- used an illegal drug or combination of illegal drugs, other than marijuana, during the last 10 years,
- sold an illegal drug for profit,
- used an illegal drug while employed in a law enforcement or prosecutorial position or while in a position of high-level responsibility or public trust,
- failed a CPD polygraph examination regarding truthfulness/candor on a CPD employment application

Printed Name

Signature (as usually written, without nicknames)

Social Security Account Number

Date

(Public Burden and Privacy Act Statements on next page)

PUBLIC BURDEN INFORMATION The public burden reporting for this collection of information is estimated to be 24 hours per response. This estimate includes reviewing instructions, searching for information sources, and gathering and reporting the information

AUTHORITY

The Crestwood Police investigates and assesses suitability and security issues of this municipal employment.

PRIVACY ACT NOTICE

Pursuant to the Privacy Act of 1974, 5 U.S.C. § 522a, we are providing the following information on principal and routine uses for individuals completing the Village of Crestwood Police Department employment application forms.

PRINCIPAL PURPOSES AND ROUTINE USES

The principal purpose of this form is to collect information to determine the qualifications and suitability of CPD employment applicants and to determine the reassignment, reinstatement, transfer, or promotion of current CPD employees. By law and regulation, we may evaluate your application to determine, for example, your current residence. We may also use this application to contact you for an interview and to verify your availability for employment. The further purpose of this form is to collect information for a CPD background investigation to establish your eligibility for a required security clearance and for other authorized purposes within the Village of Crestwood. Your SSAN identifies you throughout your careers from job application to retirement. We may use your SSAN to accurately identify your records and to process your application for employment. We may use your SSAN to seek information about you from employers, schools, banks, and other individuals who know you. Furthermore, all or part of your completed CPD application may be disclosed outside of the Crestwood Police Department to the following:

1. Federal agencies.
2. State or local government agencies under either the Intergovernmental Personnel Act of the President's Executive Program when you have expressed an interest in such employment.
3. Department investigators to determine suitability for municipal employment.
4. Selecting officials within the department.
5. Appropriate federal, state, local, foreign, or other public authorities conducting criminal, intelligence, or security background investigations.
6. Federal, state, or local agencies creating other personnel records after you have been appointed to a department position.
7. Appropriate entities responsible for licensing or for investigating, prosecuting, or enforcing law, regulation, or contract.
8. Federal, state, local, foreign, or other public authorities if there is a request for information on employment, security, contracting, or licensing determinations.

Application for Employment

Village of Crestwood Police

Department

Position for which you are applying:

- Police Officer Community Service Officer
 Clerical/Administrative (Specify) :

Date:

I. PERSONAL HISTORY

1. Name in Full (Last, First, Middle)	2. List all other names you have used including nicknames. If female, furnish your maiden name. If you have used a surname, other than your true name, give the time period and the circumstances under which you used this name. If you legally changed your name, give the date, place, and court in which this occurred.
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3. Birth Date (Month, Date, Year)	4. Birthplace (City, State, Country, Zip Code). If foreign born to American parent(s), attach a copy of State Department Form 240 - Report of Birth Abroad of a Citizen of the United States.
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5. Age	6. Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	7. Social Security Account Number (See Privacy Act Notice on Cover Page)
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8. Marital Status:
 Never Married Engaged Married Separated Legally Separated Divorced Widowed

a. Give marriage date and place (City, State, Zip Code).

b. Give the dates, places (City, State, Zip Code), and reason for all separations, divorces, or annulments.

9. Citizenship

a. Country of current citizenship:..... b. Citizenship acquired by: Birth Naturalization

c. Date and place (City, State, Zip Code) of naturalization:

d. Naturalization Certificate Number:..... e. Alien Registration Number:.....

f. Name used when entering the United States.....

g. If you are or were a dual citizen of the United States and another country, provide the name of that country:.....

II. RESIDENCES

Street Address	Apt.#	
City	State	Zip Code

Cell Phone Number:

The Village of Crestwood is an equal opportunity employer.

III. EDUCATION AFTER HIGH SCHOOL

COLLEGE OR UNIVERSITY:				
City		State		Zip Code
Major	Minor	From	To	Degree Received

COLLEGE OR UNIVERSITY:				
City		State		Zip Code
Major	Minor	From	To	Degree Received

COLLEGE OR UNIVERSITY:				
City		State		Zip Code
Major	Minor	From	To	Degree Received

IV. MILITARY RECORD

1. Did you register with the Selective Service System as required. Yes No If yes, provide the following:
 Registration Number.....Location (City, State, Zip Code)
 If no, provide reason:.....

2. Have you served on active duty in the United States Armed Forces? Yes No If yes, attach a copy of each DD-214 received and proceed to question 3. If no, proceed to Part VI

3. Branch of military service:

4. Dates of active duty (Month, Date, Year) From: To:..... From: To:.....	5. Military Serial Number or SSAN: 6. Are you a member of the Reserve? Yes No Ready Standby Branch or Service:.....
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7. Was any disciplinary action taken against you while you were n the service? Yes No If applicable, be sure to include nonjudicial Punishment and Article 15s. If yes, provide details:.....

8. Have you served in the National Guard? Yes No If yes, provide dates, unit location, and name of Commanding Officer.

V. FOREIGN TRAVEL

1. List all foreign countries you have visited. (Include travel while serving in the United States Armed Forces.) Under "Reasons for Travel" indicate whether the travel was for business, pleasure, education, or other. Attach additional sheets as necessary.

Passport Number: _____

Date issued _____

Countries Visited	From Month/Year	To Month/Year	Reasons for Travel

2. Have you served in the Armed Forces of a foreign country? Yes No If yes, specify country, type of service, and dates of service.

3. Do you or members of your immediate family, including in-laws, have relatives now residing outside the United States? (Do not include relatives living abroad who are in the Armed Forces or employed by the United States Government.) Yes No If yes, provide information requested below.

Name	Age	Relationship	Frequency of Contact	City	Country	Country of Citizenship

4. Have you or members of your immediate family, including in-laws, had contact with foreign diplomatic establishments or their representatives in the U.S. or abroad, which include commercial, consular, news media, and trade or travel organizations? Yes No If yes, explain the circumstances on a separate page.

5. Have you or members of your immediate family, including in-laws, been employed by or acted as a consultant for a foreign government, firm, or agency? Yes No If yes, attach a separate page explaining the circumstances.

6. Have you or members of your immediate family, including in-laws, had contact with a foreign government, its establishments (embassies or consulates), or its representatives (either inside or outside the United States) for other than official government business? (Do not include routine visa applications and border-crossing contacts.) Yes No If yes, attach a separate page explaining the circumstances.

VI. ASSOCIATION RECORD

1. Have you been an officer or a member of or contributed to an organization that is dedicated to the violent overthrow of the United States Government and that engages in illegal activities with the specific intent to further that end? Yes No If yes, provide details.

2. Have you engaged in acts or activities designed to overthrow the United States Government by force? Yes No If yes, provide details.

VII. COURT RECORD

1. Have you been a party to a civil court action? Yes No If yes, provide the requested information below.

Month/Year	Nature of Action	Result of Action	Names of parties, (identify plaintiff and defendant) the court and address (city, county, state, zip code; or country if a court outside the U.S.)

*2. Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets? Yes No If yes, list all such matters even if not formally charged or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral. Attach additional sheets as necessary.

Date	Place and Department	Charge	Court and Place	Disposition	Details

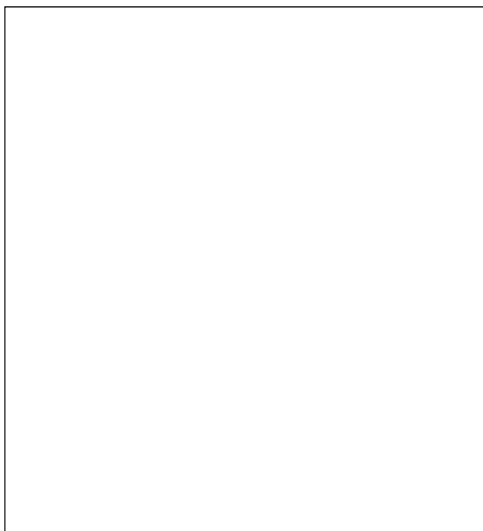
VIII. POLICE DEPARTMENT EMPLOYED BY

Department:		
Street Address:		
City:	State:	Zip Code:
Dates: From:	To:	
Position Held:		
Contact Person: Name:	Telephone #:	
Reason for Leaving:		
Annual final pay:		

Department:		
Street Address:		
City:	State:	Zip Code:
Dates: From:	To:	
Position Held:		
Contact Person: Name:	Telephone #:	
Reason for Leaving:		
Annual final pay:		

Department:		
Street Address:		
City:	State:	Zip Code:
Dates: From:	To:	
Position Held:		
Contact Person: Name:	Telephone #:	
Reason for Leaving:		
Annual final pay:		

IX. PHOTOGRAPH



All Applicants - For identification, attach an unmounted full-face photograph of yourself, no larger than 2 3/4 x 2 1/2 inches. Print your name plainly on the back of the photograph. The photograph must be taken no more than 3 months prior to the date of this application. Please note that this photograph, as well as other materials that you submit, will become the property of the Village of Crestwood Police Department and may not be returned.

ATTENTION - THIS STATEMENT MUST BE SIGNED BY THE APPLICANT

I understand that I may be required to submit to a pre-employment polygraph examination to assist the Crestwood Police Department in determining my qualifications for a Security Clearance and suitability for employment.

I understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment with the Crestwood Police Department. I understand that, being a police department, it has been necessary to established regular night and midnight shifts as well as holiday and weekend duty, and that I may be required to work such schedules as needs arise. I further understand that any appointment offered to me will be contingent on the results of a complete character and fitness investigation, and I am aware notwithstanding a State Expungement Order concerning criminal history that willfully withholding information or making false statements on this application will be grounds for dismissal from the Crestwood Police Department and constitutes a violation of Section 1001, Title 18 of the U.S. Criminal Code. I agree to these conditions and hereby certify that all of my statements on this application are, to the best of my knowledge, true and complete.

Finally, I understand that as an applicant for employment with the Crestwood Police Department, I have been notified that if I believe I have been discriminated against because of race, color, religion, sex, sexual orientation, national origin, age (must be at least 40 years old) or disability (mental or physical or both), or as a reprisal for previous involvement in the EEO process, I must contact an EEO Counselor within 45 calendar days of an alleged discriminatory action. I also understand that if I fail to contact a counselor within 45 days, it is likely that I may forfeit my right to pursue a claim of discrimination.

Printed Name

Signature (as usually written, without nicknames)

Date

Crestwood Police Department

13840 SOUTH CICERO AVENUE • CRESTWOOD, ILLINOIS 60418 • PHONE (708) 371-4800

Kevin Sisk, Chief of Police

AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern: I am an applicant for a position with the Village of Crestwood Police Department (“Department”). The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. This authorization is intended to provide full and free access to any and all information or documents in our possession related to me. For the specific purpose of allowing the Crestwood Police Department to conduct a background Investigation so that the Department can determine my suitability for employment.

I give my consent for full and complete disclosure to the Department of any and all public and private information, including files or records which are deemed to be confidential, and/or sealed, that you may have concerning me. I authorize any representative of the Crestwood Police Department bearing this Authorization, or a copy thereof, to obtain any and all such information in your files pertaining to me, specifically including, but not limited to:

- _____ 1. my employment records;
- _____ 2. my military service records;
- _____ 3. my medical and psychiatric/psychological records;
- _____ 4. my educational records;
- _____ 5. my financial and consumer credit records;
- _____ 6. my criminal history record, including any arrest and conviction records.
- _____ 7. any information contained in investigatory files, internal affairs investigation files and disciplinary records;
- _____ 8. any efficiency ratings, complaints or grievances filed by or against me;
- _____ 9. my attendance records; and
- _____ 10. my polygraph examinations.

I direct every person, firm, company, corporation, governmental agency, count, association, educational institution, hospital or other repository of records, having control of any documents, records and other information pertaining to me, release such information upon request of the Crestwood Police Department.

I release every person, firm, company, corporation, governmental agency, court, association, educational institution, hospital or other repository of records, including its officers, employees or agents. Both individually and collectively, from any and all liability or damages pursuant to any state or federal laws, which may result at any time to me, my heirs, my family or associates, because of compliance with this Authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the Crestwood Police Department regardless of any agreement I may have made with you previously to the contrary.

For and in consideration of the Department's acceptance and processing of my application for employment and additional consideration consisting of the agreement to maintain all information received under the authorization confidentially, as provided from below in the paragraph, and for other valuable consideration, the sufficiency of which is acknowledged, agree to release indemnify and hold harmless the Village of Crestwood, its officials, agents and employees, the Crestwood Police Department, its agents, and employees, and the Crestwood Board of Police and Fire Commissioners ("Board"), its commissioners, agents and employees, from any and all claims and liability for damages associated, directly or indirectly, with my application for employment or in any way connected with the collection of information pursuant to the Authorization. I understand that the information obtained by the Department under the Authorization shall remain confidential, except for its use by the Department in examining my qualifications to hold or retain the position applied for and such information may be released or destroyed only as required by law, or as approved by the applicant and the Department.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Crestwood Police, and/or the Board of Police and Fire Commissioners in conjunction with employment procedures.

I have also been advised that I have the right, under Section 1681d(b) of the Fair Credit Reporting Act to make a written request within a reasonable time for a complete and accurate disclosure of the nature and scope of any credit check investigation.

A photocopy or facsimile copy of this Authorization form shall be valid as an original thereof, even though the said photocopy or facsimile copy does not contain any original writing of my signature.

Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Date of Birth: _____

Cellular Telephone: _____ Social Security Number: _____



THE VILLAGE OF CRESTWOOD BOARD OF FIRE AND POLICE COMMISSIONERS

INSTRUCTIONS AND APPLICATION FOR LATERAL ENTRY POLICE OFFICER

The Village of Crestwood Board of Fire and Police Commissioners and the Police Department are seeking qualified applicants for the position of Full-Time Police officer. Currently, we are establishing a lateral transfer list.

The completed application and authorization for release must be scanned and emailed to:
Commander Rich Wyman
rwyman@crestwood.illinois.gov

Once the application and resumé have been received, qualified applicants only will be contacted, depending on qualifications, after a pre-screening review for an interview.

Applicants must:

- Have a high school diploma or GED
- Have completed a Basic Training Course as provided by the Illinois law Enforcement Training and Standards Board and have been employed as a full time Police Officer with their respective law enforcement agency for at least two (2) years
- Be of sound moral character
- Pass a background investigation
- Pass a physical and drug screen
- Complete the department's field training program
- Probationary period is 12 months.

The Village of Crestwood Police Department is an equal opportunity employer. Crestwood Police officers also receive; annual Sick leave, Holiday pay, Personal Days, Medical and Dental insurance, and after a successful completion of one year, a vacation allowance.

Applicants, who pass the pre-screening review and are selected for an Oral Interview and pass, may also be required to pass the following:

- Written Test
- Detailed Background Investigation
- Polygraph Examination
- Psychological Examination
- Medical Exam and Drug Screening

You may be requested to provide college transcripts, training certificates and a birth certificate.

Have you taken a Psychological Exam for your current employer? Yes _____ No _____

Have you taken a Polygraph Exam for your current employer? Yes _____ No _____

Signature

Print Name

Date