

Village of Hampshire Police Department

Lateral Police Officer Application for Employment

Minimum Requirements and Qualifications

Candidates for lateral appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application.

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen.
- Individuals must be at least 23 years old.
- Education - High school education or equivalent.
- Experience — at least 2 years' experience as a full time sworn, certified law enforcement officer in Illinois within the last 3 years.
- Valid Driver's License.
- Must agree to comply with all requirements of the position, including providing copies of any requested employment related materials or other documents to confirm or verify information, and have the ability to pass all examination and training requirements.

Lateral Entry Candidate Screening and Application Period

- Applications are accepted on an ongoing, continuous basis and will be reviewed at the time of a vacancy.
- There are immediate vacancies to be filled through the lateral entry process.
- There is no guarantee of an interview or further consideration for candidates submitting an application. Inclusion in any lateral entry candidate screening process shall be based upon the relative excellence of the candidates reflecting qualifications above the stated minimum qualifications and the hiring needs of the Department at the time of review.

Selection Process

An offer of employment is contingent on passing all required screenings and examinations.

- Selected candidates will be invited to participate in an oral interview conducted by Police Department command staff.
- Upon recommendation by the interview committee, qualified candidates may receive a conditional offer of employment and participate in additional post-offer screenings and examinations including but not limited to: polygraph examination; psychological evaluation; character and background investigation and credit check; medical examinations and drug screening. Candidates must receive a satisfactory evaluation or recommendation on each screening or examination in order to proceed in the selection process. Failure to achieve a satisfactory evaluation on any screening or examination shall result in immediate disqualification from further consideration.
- Candidates that satisfactorily complete all post-offer screenings will be interviewed by the Police Commission as the final step in the selection process. The Police Commission shall have final approval for the hiring of any Lateral Police Officer candidate.
- New Lateral Police Officers are subject to a 12 month probationary period.



**Village of Hampshire Police Department
Lateral Hire Police Officer Application for Employment**

Date Received: _____
Initials: _____

COMPLETE & RETURN THE FOLLOWING PAGES. ATTACH ALL REQUIRED FORMS & DOCUMENTS.
RETURN TO: HAMPSHIRE POLICE DEPARTMENT, 215 Industrial Dr. Hampshire, IL 60140 in person or by mail.
NO faxed or emailed applications are accepted. Applications accepted on an ongoing basis.

Name: _____

Home Address: _____

Best Number to Contact you: _____ Cell _____ Home _____

Email Address (required for correspondence): _____

U.S. Citizen or Naturalized Citizen as of the date of submission of this application? Yes: _____ NO: _____

Do you have a valid driver's license? Yes: _____ NO: _____

Attach photocopy of Drivers License

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training and Standards Board?
Yes: _____ NO: _____

Attach photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course

Attach a resume to application to supplement employment information

Do you have at least 2 year's work experience as a full time sworn, certified law enforcement officer in the State of Illinois within the last 3 years? Yes: _____ NO: _____

Do you have a valid Firearms Owners ID [FOID] card? Yes: _____ NO: _____

Number: _____ Expiration: _____

Education

High School: Name and City & State: _____

Diploma or GED Certificate? YES _____ NO _____

College / University Education:

School Name, City & State _____

Major / Curriculum _____ Credit Hours Completed or Degree Earned _____

School Name, City & State _____

Major / Curriculum _____ Credit Hours Completed or Degree Earned _____

List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:



**Village of Hampshire Police Department
Lateral Hire Police Officer Application for Employment**

PERSONAL HISTORY AND CONVICTION INFORMATION (for background investigation purposes)

You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged.

List all names or aliases you have used, or have been known by _____

Date of birth _____

Drivers license number _____ State _____ Expiration date _____

Have you ever had a driver's license in any other state? YES ___ NO ___ If YES, where? _____

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?

YES _____ NO ___

If YES, please explain _____

Have you ever been convicted of a felony or misdemeanor in any jurisdiction? If YES, provide the following information for all YES ___ NO ___

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case

Have you ever been placed on probation? _____ YES* ___ NO

Have you ever been the respondent or named in an order of protection in any state? ___ YES* ___ NO

Have you ever used marijuana or any other illegal drug? _____ YES* ___ NO

Have you ever been involved with the sale and/or distribution of illegal drugs? _____ YES* ___ NO

Have you ever used misused or abused prescription drugs? _____ YES* ___ NO

Have you ever been involved with the illegal sale and/or distribution of prescription drugs? ___ YES* ___ NO

When was the last time you used illegal drugs? _____

When was the last time you used prescription drugs not prescribed to you? _____

*EXPLANATION of any "YES" responses or additional details (attach additional sheet if necessary):

List all traffic citations received and accidents you have been involved in during the last seven (7) years:



**Village of Hampshire Police Department
Lateral Hire Police Officer Application for Employment**

LIST ALL FORMER ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER

- 1) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 2) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 3) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 4) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 5) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____

EMPLOYMENT HISTORY

List all employment you have had for the last ten (10) years, beginning with your current or most recent employer, including military experience and any period(s) of unemployment. Attach additional sheet if necessary.

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time ____
 Employer _____ Phone _____
 Address _____
 Supervisors name, title, & phone # _____
 Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time ____
 Employer _____ Phone _____
 Address _____
 Supervisors name, title, & phone # _____
 Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time ____
 Employer _____ Phone _____
 Address _____
 Supervisors name, title, & phone # _____
 Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time ____
 Employer _____ Phone _____
 Address _____
 Supervisors name, title, & phone # _____
 Reason for leaving _____



Village of Hampshire Police Department Lateral Hire Police Officer Application for Employment

Have you ever received formal discipline during any prior employment or job positions such as an oral reprimand, written reprimand, or suspension? NO ____ YES ____ (explain below)

Have you been discharged or forced to resign from any employment (not including layoff)? NO ____ YES (explain below)

MILITARY SERVICE

Are you a current member of the U.S. military service, including reserve forces or National Guard? YES NO

If YES, what branch of service do you serve in? _____

Are you a Veteran of the U.S. military service, including reserve forces or National Guard? ____ YES NO

If YES, what branch of service did you serve in? _____

Were you Honorably Discharged? YES ____ NO ____ If NO, explain in detail

Were you ever convicted at a court-martial? YES ____ NO ____ If YES, explain in detail



**Village of Hampshire Police Department
Lateral Hire Police Officer Application for Employment**

AREAS OF POLICE EXPERTISE

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, or other law enforcement area:

Describe any Innovative programs you implemented or recommend:

Describe any commendations and/or special achievements received:



Village of Hampshire Police Department Lateral Hire Police Officer Application for Employment

REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The Gurnee Police Department or its designee reserves the right to contact the references at any time.

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

VILLAGE OF HAMPSHIRE
Authorization for Release of Information

To Whom It May Concern:

I am an applicant for the position of police officer with the Village of Hampshire. I realize that as part of the processing of my application, I will be investigated by representatives of the Village Police Department.

I hereby authorize the release of information and written records to any representative of the Village of Hampshire Police Department, or any other employee or agent of the Village bearing this Release, or a copy of this Release, at any time after the date of this Authorization for Release of Information ("Release") and continuing for a period of one (1) year after said date, and such person may be provided and may obtain information and written records pertaining to me, from any or all of the following sources:

1. Any Municipal, County, State, or Federal law enforcement agency;
2. The U.S. Selective Service System;
3. Any banking institution;
4. My present employer or any prior employer; to include disciplinary actions;
5. Any educational institution, including any school, college, trade school, or university; and
6. Any credit rating bureau or any institution maintaining individual credit-rating files.

I hereby release any such law enforcement agency, banking institution, employer, educational institution, or bureau, and the Selective Service System, and their employees, servants or agents, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, descendants, representatives or agents because of providing information or written records in response to any request for such information or written records from a representative of the Village of Hampshire pursuant to this Release.

I understand that any information and/or written record concerning me may be considered in evaluating me and my application for employment with the Village of Hampshire, and that all information and written records obtained in conjunction with such investigation pursuant to this Release shall be deemed and shall remain confidential, and that I have and shall have no right to examine or review it, except as otherwise may be required or permitted by law.

Dated: _____

Name: _____
APPLICANT

Subscribed and Sworn to before me this _____ day of _____, 20 _____.

NOTARY PUBLIC