

**VILLAGE OF FOREST VIEW**  
**POLICE DEPARTMENT EMPLOYMENT APPLICATION**

**Position Applied For** P.T. Police Officer

**P.T. Radio Operator** \_\_\_\_\_

**Availability:** \_\_\_\_\_ **Days** \_\_\_\_\_ **Afternoon** \_\_\_\_\_ **Nights**

**Instructions:** It is the policy of the Village of Forest View to provide equal opportunity with regard to all terms and conditions of employment. The Village complies with federal and state law prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic. Due to the fact that some police department positions have a minimum/maximum age requirement, the Village is required to request a date of birth, however, no person will be discriminated against as a result of their age. Age will only apply to those positions required by the rules and regulations of the Police and Fire Commission.

**Please Print**

**Application Date** \_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cellular/Other# \_\_\_\_\_ E-mail address: \_\_\_\_\_

Would you accept Full Time Yes No Would you accept Part Time Yes No Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available for Work \_\_\_\_\_ How were you referred to the Village \_\_\_\_\_

Have you been employed here? Yes No If yes, please provide dates \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from the village?

Yes No If yes, additional information may be requested.

Are you legally eligible for employment in the United States? (If yes, proof is required if hired) Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law. Yes No Need more information about the job's "essential functions" to respond.

Will you travel if required? Yes No

Will you work overtime if required? Yes No

Have you ever been bonded? Yes No

Please provide your driver's license number, if driving is required for this job \_\_\_\_\_ State \_\_\_\_\_

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for the Village? Yes No

If yes, please explain: \_\_\_\_\_

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

**Note:** You are not obligated to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a misdemeanor or felony? Yes No

If yes, please provide date(s) and details: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Place an ☒ by the employer(s) you DO NOT want us to contact. List your most recent employer first.

Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_ E Mail: \_\_\_\_\_  
Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Hourly rate/salary: starting \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_ E Mail: \_\_\_\_\_  
Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Hourly rate/salary: starting \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_ E Mail: \_\_\_\_\_  
Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates Employed: from (mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Hourly rate/salary: starting \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job?    Yes    No  
If yes, please explain \_\_\_\_\_

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## EDUCATION BACKGROUND

**High School:** \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_  
Course of Study \_\_\_\_\_ Did you graduate? Yes No Degree or Diploma \_\_\_\_\_

**College:** \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_  
Course of Study \_\_\_\_\_ Did you graduate? Yes No Degree or Diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_  
Course of Study \_\_\_\_\_ Did you graduate? Yes No Degree or Diploma \_\_\_\_\_

**Vocational Training/Other** \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_  
Course of Study \_\_\_\_\_ Did you graduate? Yes No Degree or Diploma \_\_\_\_\_

**Continuing Education** \_\_\_\_\_

## SPECIAL TRAINING OR SKILLS

Languages, machine or equipment operation, computer skills, etc. that would be of benefit in the job for which you are applying.

## REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you

Name	Title	Relationship to you	Telephone Number	E-mail Address	Years Known

## ANTI-DISCRIMINATION CLAUSE

The Village of Forest View does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local laws. No question on this application is used to limit or exclude an applicant from employment consideration. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or resident). Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, comments, jokes, or epithets, threats, insults, name-calling, offensive gestures, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. The Village takes all complaints of harassment seriously, and each will be investigated promptly and thoroughly. The Village of Forest View does not discriminate in hiring, training, compensation, benefits, promotion, transfer, demotion, layoff, discipline, or discharge because of an individual's race, color, creed, ancestry, religion, sex, sexual orientation, national origin, mental or physical disability, age, military status, or any other status protected by law. It is our policy to employ, promote and transfer those individuals who possess the required skills, education, experience and qualifications for each position.

**SOCIAL SECURITY NUMBER**

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ The Village of Forest View will follow the Identity Protection Policy approved by the Village Board. The social security number is required for employment purposes only.

**APPLICANT STATEMENT**

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Village's rules and regulations, and I understand these rules and/or employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Village's option. This clause does not apply to positions protected under the regulations of the police and fire commission.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Village. I understand that no Village representative, other than the Village Board of Trustees, and then only when in writing and signed by the appropriate village representative has any authority to enter into any agreement for employment for any specific period of time, or make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gather and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Interview Results:

Interviewer

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Test Results:

Tests

Administered:

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Reference Check Results:

Reference Name

Date Contacted

Contacted By:

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Attachments:

Resume

Applicants Interview Notes

Applicant Reference Notes

Test Results

Background Check

Drivers License Check