



# Lateral Police Officer

## Chicago Ridge Police Department

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### Minimum requirements and qualifications for lateral police officer

- Applicants must be at least 23 years old
- Be a High School Graduate (or GED)
- Must be a U.S. Citizen.
- Must have a valid Driver's License.
- Must be able to speak, write, and understand the English language.
- Applicants must not have been convicted of any crime, or be guilty of infamous or notoriously disgraceful conduct. Also, applicants must have no felony convictions or misdemeanor convictions involving moral turpitude, as specified in 65 ILCS 5/Article 10-1-7(c).
- Must currently serve with a Federal, State, County or local law enforcement agency, for at least one (1) year of uninterrupted service as a full-time, non-probationary, sworn law enforcement officer (Part-time certification as a law enforcement officer does not meet this requirement).
- Must have successfully completed the Illinois Basic Law Enforcement Academy and possess current certification from the Illinois Law Enforcement Training and Standards Board (Part-time certification as a law enforcement officer does not meet this requirement).
- Must be able to demonstrate physical agility and muscular coordination to perform the duties of the job of police officer.
- Must demonstrate the ability to pass the Illinois Peace Officer Wellness Evaluation Report (Power Test) upon request prior to hire.
- Must pass a polygraph examination, a thorough background investigation, a medical examination, a psychological assessment, and a drug screening.
- All appointed police officers, within 18 months of appointment, shall make his/her place of residence within the boundaries established by the police contract.  
Employees covered by the terms and conditions of the agreement shall maintain their domicile and bona fide place of residence within the following specific boundaries during all periods of service with the Village of Chicago Ridge
  - a. East: State Line
  - b. North: Route 290; Route 88
  - c. West: Route 88; Route 53
  - d. South: Route 30

### Please include the following with your completed application

- Copy of a valid drivers license and/ or state identification card.**
- Copy of FOID Card and/ or Concealed Carry**
- Copy of State Certification for Law Enforcement Officer**
- Copy of any law enforcement training certificates**
- Copy of DD214 and/or separation letter DD256 from reserve unit showing discharge**
- Attach any additional information that would assist in your consideration of employment**



# APPLICATION FOR EMPLOYMENT

## VILLAGE OF CHICAGO RIDGE CHICAGO RIDGE POLICE DEPARTMENT



We are an equal opportunity employer. We do not base our employment decisions on an employee's or applicant's race, sex, sexual orientation, age, religion, color, national origin, citizenship, disability, veteran status, marital or civil union status, pregnancy or pregnancy-related conditions, gender identity, preference or expression, or any other factor prohibited by local, county, state or federal law.

DATE \_\_\_\_\_ (Applications will be retained for 12 months)

<b>Position Applying For</b>	<input type="checkbox"/> Desk Operator	<input type="checkbox"/> Clerical	<input type="checkbox"/> Auxiliary Officer
	<input type="checkbox"/> Part-Time Officer	<input type="checkbox"/> Full Time Officer (Lateral Transfer)	<input type="checkbox"/> Other _____

### INSTRUCTIONS:

This application must be typed or neatly printed, and all signatures must be original. Complete this application accurately. Incomplete applications will be discarded. All information is subject to validation. If a question does not apply to you, indicate so by writing "DNA". If you need more room for answers, please use the continuation sheets at the end.

### Applicant Information

Name:	(Last)	(First)	(Middle)
Address:	Apartment/Unit#		
City:	State:	Zip:	
Phone ( )	E-Mail:		
Are you available to work	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	
Date Available to Start Working?	Last 4 of Social Security #		
Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a U.S. Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native Born <input type="checkbox"/> Naturalized
If "naturalized", please provide details:			
Place of birth:			
If hired, can you provide proof that you are authorized to work legally in the U.S.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever worked for the Village of Chicago Ridge?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when and what department and position?			
Do you possess a valid IL FOID Card?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	FOID#
Do you possess an IL Concealed Carry License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	CCL#

**Education Information****Provide the following information about every school you have attended**

	Name and Address of School	Course of Study	# of Years Completed	Diploma/ Degree Received/ or # of credit hours completed
Elementary School (K-8)				
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

List all professional licenses and certifications you hold. (attach copies to application)

List all foreign languages you are fluent in (read, speak, write).

List any other formal education you have including special skills, qualifications, or training courses:

**Residences****List all of your addresses within last ten years, starting with your present address**

From (month/year)	To (month/year)	Address of Residence	City, State, Zip

Do you own or are you buying a home?

 Yes  No

Do you own or are you buying other real estate?

 Yes  No

If Yes, provide location (address, City/State/Zip)

**Employment History**Are you currently employed?  Yes  No**List all employment for the last ten (10) years, including periods of unemployment. Begin with your present or most recent job. Include any military service.****Name of Employer:**

Address:

Supervisor Name:

Supervisor Phone ( )

Employment  
DatesFrom  
(Month/Year)To (Month/  
Year)

Reason for leaving:

Job Description/ Duties:

May we contact your previous supervisor for a  
reference? Yes  No**Name of Employer:**

Address:

Supervisor Name:

Supervisor Phone ( )

Employment  
DatesFrom  
(Month/Year)To (Month/  
Year)

Reason for leaving:

Job Description/ Duties:

May we contact your previous supervisor for a  
reference? Yes  No**Name of Employer:**

Address:

Supervisor Name:

Supervisor Phone ( )

Employment  
DatesFrom  
(Month/Year)To (Month/  
Year)

Reason for leaving:

Job Description/ Duties:

May we contact your previous supervisor for a  
reference? Yes  No**Name of Employer:**

Address:

Supervisor Name:

Supervisor Phone ( )

Employment  
DatesFrom  
(Month/Year)To (Month/  
Year)

Reason for leaving:

Job Description/ Duties:

May we contact your previous supervisor for a  
reference? Yes  No

### Employment Continued

HAVE YOU EVER:

Been dismissed from a position or forced to resign?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" Explain
Been subject to any disciplinary action by an employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" Explain
Quit a job without giving notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" Explain
Been cautioned about lateness or absence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" Explain

### Only complete this section for Lateral Police Officers

Have you ever taken a pre-employment exam from any other government agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain (agency, date, status):	
Are you currently on any eligibility list?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Have you ever been rejected from an eligibility list?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Are you currently a sworn police officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been a sworn police officer for at least 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Power Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Driving History

Can you operate a motor vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Drivers License #
Do you possess a valid drivers license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had a drivers license in a state other than Illinois?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was your license ever suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Has your license ever been placed on probation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
List all traffic citations you received (Date, City/Village, Violation, and Disposition:		

## Criminal History

Have you ever been convicted of a felony or a crime other than a minor traffic violation? (You are not required nor will you be asked to report whether you have a sealed conviction or expunged conviction. A conviction will not serve as an automatic bar to employment. Rather the village will consider several factors, including but not limited to the nature and gravity of the offense or conduct, the time that has passed since the offense or conviction, and the relationship between the conviction and the nature of the job sought.)  Yes  No

If yes, explain:

As an adult have you ever been placed on probation?  Yes  No

If yes, please explain:

As an adult have you ever plead guilty or been found guilty of any criminal charge?  Yes  No

If yes, please explain:

Have you ever been required to pay a fine in excess of \$25.00  Yes  No

If yes, please explain:

Have you ever been reported as a missing or as a runaway?  Yes  No

If yes, please explain:

Have you ever been a victim of a crime?  Yes  No

If yes, please explain:

Currently are there any civil or criminal court actions against you in any court of law?  Yes  No

If yes, please explain:

Have you ever been a member or actively participated in an organized street gang?  Yes  No

If yes, please explain:

**Military Service**

Have you ever served active duty in the U.S. Military?  Yes  No

If "Yes" Which Branch? \_\_\_\_\_

Highest Rank \_\_\_\_\_ Rank At  
Held \_\_\_\_\_ Discharge \_\_\_\_\_

What was your Military Occupation?

Type of Discharge (Be Exact)

Discharge Date: \_\_\_\_\_ Discharge Location: \_\_\_\_\_

List any disciplinary action taken against you in any military organization

Are you now or were you ever a member of  Yes  Active  
the reserve forces or national guard?  No  Inactive

If "Yes" Which Component?

Rank: \_\_\_\_\_ Unit/ Location: \_\_\_\_\_

**References**

**Please list a minimum of three (3) adults not related to you and not current employers, who you have known for at least three (3) years. All persons to who you refer will be asked to appraise your character, ability, experience, personality, and other qualities.**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation/ Profession: \_\_\_\_\_

How do you know this person?

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation/ Profession: \_\_\_\_\_

How do you know this person?

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation/ Profession: \_\_\_\_\_

How do you know this person?

**Continuation Sheet**

<b>List Section</b>	<b>Continuation of Answer</b>



## Disclaimer and Signature

### APPLICANT'S STATEMENT

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application or during the employment process may be considered sufficient cause for rejection of this application or dismissal if I have been employed, no matter when discovered by the Village of Chicago Ridge.

I hereby authorize the Village of Chicago Ridge to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment, and further authorize my former employers and any third party to disclose to the Village of Chicago Ridge all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the Village of Chicago Ridge, all former employers, and all references listed above, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I hereby authorize the Village of Chicago Ridge and any consumer reporting agency to make a consumer report including a criminal background check in connection with this application.

I understand that nothing contained in this application or conveyed during any interview which may be granted is intended to create an employment contract. I further understand that if I am hired, part-time employment will be at-will, which means that it is for no definite period and may be terminated at any time, without cause or prior notice, at the option of either myself or the Village of Chicago Ridge. Full-Time employment will be set by the collective bargaining agreements between the Village of Chicago Ridge and Illinois Fraternal Order of Police or the Village of Chicago Ridge and The Metropolitan Alliance of Police Non-Sworn Police Employees. I understand that if I receive an offer of employment, it may be conditioned on my taking a drug/alcohol test and/or a physical examination. I further understand that, should this test indicate the presence of unlawful drugs in my system or that I am under the influence of alcohol, it may result in the rejection of my application for employment or my immediate discharge, if detected, discovered or reported after hire. I consent to this testing and examination and request that the results of such test(s) and examination be disclosed to the Village of Chicago Ridge, and I hereby release the Village of Chicago Ridge, its employees and its agents from any and all legal liability flowing from my taking such test(s) and examination or my failure or refusal to take such test(s) or examination.

I understand that employment will be subject to my submitting documentary proof of my identity and eligibility to work legally in the United States.

I understand that filling out this form does not indicate there is a position open and does not obligate the Village of Chicago Ridge to hire me.

I UNDERSTAND THAT THE VILLAGE OF CHICAGO RIDGE WILL ONLY CONSIDER THIS APPLICATION FOR 30 DAYS, AND THAT I WILL HAVE TO COMPLETE A NEW APPLICATION IF I WANT TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT PERIOD OF TIME.

*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

**Referral Source- Please Circle One**

Walk-In	Chicago Ridge Marquee	Chicago Ridge Website	Facebook
Employee	Relative	School	Blueline
Friend	Government Employment Agency	Private Employment Agency	
Advertisement Source:		Other:	

**Administrative Use Only:**

Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Remarks: _____		
Interviewer:		Interview Date:
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Board Approved:		Department:
Date of Hire:		Hourly Rate:
Job Title:		