



## *Job application packet for the position of Probationary Police Officer*

### INSTRUCTIONS:

Read every question carefully and answer each one accurately. An applicant may be disqualified from further processing if he/she intentionally makes false statements of a material fact, practices or attempts to practice any deception or fraud in his/her application or examination for appointment. Any false statements on this application will be considered sufficient cause for dismissal.

**All entries must be printed legibly with a pen in black ink or typewritten.** If the space provided is not sufficient for a complete answer or if you wish to provide additional information, use the reverse side of the application and number the answer to correspond with the question. Each recruitment cycle will have a published deadline by which all applications must be completed and returned. Applications will only be considered complete if each and every waiver is properly executed and signed.

Employment by the Village of Kenilworth is based on individual merit, qualifications and competence. Employment practices will not be influenced by an applicant's or employer's race, color, religion, physical or mental handicaps, sex, marital status, ancestry, national origin, age or the fact that he/she is a disabled or military veteran. This policy governs all cases of employment, recruitment, advertising, promotions, transfer, rates of pay or other forms of compensation, selection of training, maintenance of facilities for employees, and all other actions affecting employees.

# VILLAGE OF KENILWORTH APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First M.I.

PRESENT STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

SHOULD THE POSITION FOR WHICH YOU ARE APPLYING REQUIRE THAT YOU DRIVE, DO YOU POSSESS A VALID DRIVER'S LICENSE?  YES  NO

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

EDUCATIONAL BACKGROUND:		
SCHOOL NAME & LOCATION	LAST YEAR COMPLETED	DATES OF ATTENDANCE
<i>(GRADE SCHOOL)</i>		FROM: TO:
<i>(MIDDLE SCHOOL)</i>		FROM: TO:
<i>(HIGH SCHOOL)</i>		FROM: TO:
<i>(COLLEGE, BUSINESS, TECHNICAL SCHOOL)</i>		FROM: TO:
<i>(COLLEGE, BUSINESS, TECHNICAL SCHOOL)</i>		FROM: TO:
<i>(COLLEGE, BUSINESS, TECHNICAL SCHOOL)</i>		FROM: TO:

WORK HISTORY: (START WITH YOUR LAST OR PRESENT POSITION, THEN NEXT TO LAST, ETC.)					
NAME & ADDRESS OF EMPLOYER	FROM	TO	POSITION	WAGE	REASON FOR LEAVING
	MO.	MO.			
	YR.	YR.			
	MO.	MO.			
	YR.	YR.			
	MO.	MO.			
	YR.	YR.			
	MO.	MO.			
	YR.	YR.			

TO VERIFY WORK AND EDUCATIONAL EXPERIENCE, PLEASE LIST ANY OTHER NAMES YOU HAVE USED:

NONE NAME: \_\_\_\_\_  
Last First M.I.

NAME: \_\_\_\_\_  
Last First M.I.

**REFERENCES:** LIST THE NAMES OF PERSONS WHO HAVE KNOWN YOU WELL FOR THE PAST TWO YEARS OR MORE. THESE SHOULD BE PERSONS TO WHOM WE MAY REFER TO REGARDING YOUR CHARACTER, HABITS AND ABILITIES. DO NOT GIVE THE NAMES OF RELATIVES, FORMER EMPLOYERS OR MINORS.

NAME & ADDRESS	BUSINESS OR OCCUPATION	TELEPHONE

HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM A POSITION?  YES  NO IF YES, EXPLAIN:

\_\_\_\_\_

MAY WE REFER TO YOUR PRESENT EMPLOYER?  YES  NO IF NO, WHY? \_\_\_\_\_

\_\_\_\_\_

THE POSITION YOU ARE APPLYING FOR IS AN IMPORTANT VILLAGE FUNCTION AND REQUIRES REGULAR AND PREDICTABLE ATTENDANCE. WOULD YOU DESCRIBE YOUR WORK ATTENDANCE AS DEPENDABLE AND REGULAR?  YES  NO

HOW MANY DAYS HAVE YOU BEEN ABSENT FROM WORK IN THE PAST TWO YEARS? \_\_\_\_\_

IF HIRED, WILL YOU BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB (PLEASE SEE ATTACHED JOB DESCRIPTION) WITH OR WITHOUT REASONABLE ACCOMMODATION?  YES  NO

IF NOT, PLEASE EXPLAIN: \_\_\_\_\_

IF HIRED, WILL YOU BE ABLE TO PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES? (A SOCIAL SECURITY CARD)  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR AN OFFENSE INVOLVING MORAL TURPITUDE?  YES  NO

IF YES, EXPLAIN: \_\_\_\_\_

**OPTIONAL:** IN ADDITION TO ENGLISH, DO YOU SPEAK ANY OTHER LANGUAGE?  YES  NO

IF YES, WHICH LANGUAGE? \_\_\_\_\_

I HAVE PERSONALLY READ AND ANSWERED EACH AND EVERY APPLICABLE QUESTION HEREIN, AND DO HEREBY SOLEMNLY SWEAR THAT EACH AND EVERY ANSWER IS FULL AND CORRECT IN EVERY RESPECT. I FURTHER ACKNOWLEDGE THAT PROVIDING INCOMPLETE OR FALSE INFORMATION CAN RESULT IN THE REJECTION OF AN APPLICANT.

# Kenilworth Police Department

## Position Description: Police Patrol Officer

### I. General Summary:

- A. A patrol officer is a representative of the Village of Kenilworth and the State of Illinois. As such he/she is governed by not only legal but also moral standards of the highest nature. An officer's philosophy must be one of dedication to public service, submerging his/her own personal interest for common good.
- B. Patrol officers perform routine vehicular and foot patrols, investigate criminal activity, enforce traffic and parking regulations, conduct a variety of crime prevention activities to protect life and property, prevent disorder, apprehend and assist in prosecution of criminals, and enforce laws and ordinances.
- C. Patrol officers work under the command of superior officers in accordance with general instructions and well defined rules, regulations, general orders, policies, practices and procedures. Officers may be assigned as Officer in Charge when a supervisor is not present. Officers may also be assigned specialty duty, such as, but not limited to; investigator, juvenile officer, community policing/crime prevention officer, field training officer, evidence technician, accident investigator, firearms/use of force instructor, vehicle maintenance officer, or other special project team member.

### II. Essential Responsibilities and Duties:

- A. Review and record necessary and pertinent information at roll call; be properly groomed and maintain equipment and uniform in neat, orderly manner; and inspect assigned vehicle for proper equipment and/or damage prior to leaving for patrol.
- B. Safely operate department vehicles on patrol; make periodic interior and exterior premise checks of businesses, schools, parks, and residences to determine existence of unusual or hazardous conditions; take appropriate action when such condition is detected; investigate suspicious persons, places or things; and respond when observing a situation requiring police action or request assignment of another officer when individual response is not possible.
- C. Obey lawful orders of superiors; perform appropriate tasks and duties assigned by supervisor or Officer in Charge; and promptly answer radio calls and respond to assigned calls, such as, but not limited to, general calls for service, animal complaints, accident investigation, and criminal investigation.
- D. Perform accident and criminal investigations; protect accident or crime scenes; aid the injured; control traffic and/or the public; collect and preserve evidence; interview witnesses and suspects; determine the cause of accident; prepare accurate reports and/or diagrams; and make arrests.
- E. Evacuate persons from dangerous areas, secure buildings or areas, or assist other departments or agencies in disaster or emergency situations.
- F. Identify, pursue, apprehend, and assist in the prosecution of persons who violate federal, state and local laws, statutes and ordinances; testify in court honestly, impartially and convincingly; subdue resisting individuals; search arrested persons; seize contraband; transport arrested persons to police facility; make warrant inquiries; and fingerprint suspects.
- G. Issue traffic and parking citations for motor vehicle violations; assist motorists with disabled vehicles; request emergency assistance when needed; remove debris to eliminate traffic hazards; and push vehicles when necessary.
- H. Conduct employment background investigations.

- I. Intervene in and temporarily mediate domestic disputes; advise parties of their legal rights under state law; explain domestic legal procedures to parties; and make referrals to other agencies where appropriate.
- J. Prepare clear, accurate, and complete reports and documents on any and all activities engaged in, and communicate these activities either verbally or in writing.
- K. Attend and successfully complete assigned continuing education and training programs, and qualify with lethal and non-lethal weapons as required by department procedures and/or needs.

**III. Other Examples of Work:**

- A. Make presentations to various citizen groups.
- B. Work special details.

**IV. Job Specifications:**

- A. Graduation from high school or GED equivalent; good moral character; general understanding of the various aspects of providing municipal police service; and working knowledge of computers and other related office equipment. Military or college experience preferred.
- B. Ability to read, clearly speak and legibly write the English language.
- C. Effective audio-visual discrimination and perception to make quick and accurate observations; color vision adequate to identify red, green and yellow; and hearing sufficient to detect alarms, telephone and other communications devices.
- D. Ability to learn and apply police department rules, regulations, general orders, policies, practices, and procedures.
- E. Ability to become thoroughly knowledgeable of geographic area and boundaries served by police department.
- F. Ability to effectively deal with a variety of unpleasant circumstances and unusual human conduct associated with and/or arising from emergency situations including, but not limited to, physical trauma, mental and/or physical stress, panic, etc.
- G. Ability to work independently or as a team member and make sound decisions with minimal direction and under stressful circumstances.
- H. Must perform physically related duties such as, but not limited to, running, walking, standing for long periods of time, climbing, stooping, and lifting and carrying equipment and injured or deceased persons or animals.
- I. Maintain a valid and current State of Illinois Class "D" driver's license and demonstrate safe driving performance and proper operation of tools and equipment related to law enforcement.
- J. Successful completion of police basic training course, field training course, and probationary period within 18 months of assuming Police Patrol Officer essential responsibilities and duties.
- K. Achieve acceptable performance ratings when evaluated on appropriate use of sound community relations and interpersonal skills; ability to make sound decisions with minimal direction and under stressful conditions; prompt and effective written communication; completion and submittal of reports; effectively conduct investigations; and general observations of essential responsibilities, duties and other performance standards.

**Working Conditions:**

- A. Position located within highly structured organization. Regular rotating shift schedule based

upon 28-day work cycle required. Work shifts are normally 12 hours in duration, but may vary in event of emergency, disaster, personnel shortage, workload, or work in progress. Required to work on Saturdays, Sundays, and holidays. Periodically required to work non-shift schedule for training or miscellaneous assignments.

- B. Strenuous physical exertion is sometimes required in providing services under emergency, adverse, unpleasant, or unusual conditions in all weather conditions, and at all hours of the day or night. Exposure to a variety of unpleasant circumstances and unusual conduct associated with and/or arising from emergency situations sometimes required.
- C. Must perform duties independently or as team member while tolerating extreme fluctuations in environmental working conditions.

**VI. Disclaimer:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Kenilworth Police Department*

*Physical Aptitude Test - Waiver of Liability*

I, \_\_\_\_\_, hereby release the Village of Kenilworth Police Department, New Trier Township High School District, its agents and staff, of any liability in conjunction with this Physical aptitude test and assume sole responsibility for any injury and/or disability I may incur as a consequence of taking this examination.

\_\_\_\_\_  
Date

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

***Kenilworth Police Department***

***Physician's Certificate***

This is to certify that, \_\_\_\_\_, is  
(Name of Candidate)  
physically capable of participating in the prescribed Physical Performance Test for the  
position of Probationary Police Officer for the Kenilworth Police Department.

\_\_\_\_\_ M.D.  
Date Doctor's Signature

\_\_\_\_\_  
(Doctor's Name and Address Typed or Printed)

# ***Kenilworth Police Department***

## **Information Release Waiver**

TO WHOM IT MAY CONCERN:

Having made application for employment with the **Village of Kenilworth Police Department** and desiring it to be informed as to my previous record and character, I hereby authorize any police officer of the **Kenilworth Police Department**, bearing this release, or a copy of it, within two 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, athletics, personal history, performance reports, background investigation, any and all internal affairs investigations and disciplinary records, and credit reports.

I also hereby authorize any police officer of the **Kenilworth Police Department**, bearing this release or a copy of it, within two years of its date, to obtain any medical records or medical information in the files of my current or former employer(s) or any current or former physician(s), or both, which pertains to my employment.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use of the **Kenilworth Police Department**. I understand and acknowledge that this authorization will permit positive as well as negative information to be released to the person/entity described above and that the release of negative information may adversely impact my being hired by the same.

**Consent is granted for the Kenilworth Police Department to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I further understand that I waive any right or opportunity to read or review any background investigation report prepared by the Kenilworth Police Department.**

I hereby release you, as the custodian of such records, and any 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 damage 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 questions as to the validity of this release, you may contact me as indicated below.

**PLEASE MAKE AVAILABLE PHOTOCOPIES OF ANY REQUESTED INFORMATION.**

I understand that I have the right to receive a copy of this authorization. A copy may be received upon request.

\_\_\_\_\_  
Print Applicant's Full Name

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

\_\_\_\_\_  
Print Applicant's Current & Full Address

\_\_\_\_\_  
Date

(            )

\_\_\_\_\_  
Applicant's Daytime Telephone Number

(            )

\_\_\_\_\_  
Applicant's Evening Telephone Number