MARQUETTE HEIGHTS POLICE DEPARTMENT

715 LINCOLN ROAD ~ MARQUETTE HEIGHTS, ILLINOIS ~ 61554 ~ 309-382-3455

# Employment application

## Personal Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Date: |  |  |
|  |  | Last | First | M.I. |  |  |  |  |
| Address: |  |  |  | Phone: |  |  |
|  |  | Street address | Apt/Unit # |  |  |  |  |
|  |  |  |  | Email:  |  |  |
|  |  | City | State | Zip Code |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Available: |  |  |  | S.S. No.: |  |  |  | Desired salary:  |  | $ |
|  |  |  |
| Position applied for: |  |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? |  | Yes [ ]  | No [ ]  |  |  |
|  |  |  |
| If no, are you authorized to work in the U.S.? |  | Yes [ ]  | No [ ]  |  |  |
|  |  |  |
| Have you ever worked for this company? |  | Yes [ ]  | No [ ]  |  | If yes, when? |  |  |
|  |  |  |
| Have you applied to this company before? |  | Yes [ ]  | No [ ]  |  | If yes, explain? |  |  |

## Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| High school: |  |  |  | Address: |  |  |
|  |  |  |
| From: |  |  |  | To:  |  |  |  | Did you graduate? | Yes [ ]  | No [ ]  |  | Diploma: |  |  |
|  |  |  |
| College: |  |  |  | Address: |  |  |
|  |  |  |
| From: |  |  |  | To:  |  |  |  | Did you graduate? | Yes [ ]  | No [ ]  |  | Degree: |  |  |
|  |  |  |
| Other: |  |  |  | Address: |  |  |
|  |  |  |
| From: |  |  |  | To:  |  |  |  | Did you graduate? | Yes [ ]  | No [ ]  |  | Degree: |  |  |

## General

|  |  |  |
| --- | --- | --- |
| Subjects of Special Study or Research Work |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Previous Employment** (list below last four employers, starting with last one first)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Supervisor: |  |  |
|  |  |  |
| Job title: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Responsibilities: |  |  |
|  |  |  |
| May we contact your previous supervisor for a reference? |  |  | Yes [ ]  |  | No [ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Supervisor: |  |  |
|  |  |  |
| Job title: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Responsibilities: |  |  |
|  |  |  |
| May we contact your previous supervisor for a reference? |  |  | Yes [ ]  |  | No [ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Supervisor: |  |  |
|  |  |  |
| Job title: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Responsibilities: |  |  |
|  |  |  |
| May we contact your previous supervisor for a reference? |  |  | Yes [ ]  |  | No [ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Supervisor: |  |  |
|  |  |  |
| Job title: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Responsibilities: |  |  |
|  |  |  |
| May we contact your previous supervisor for a reference? |  |  | Yes [ ]  |  | No [ ]  |

**References** (give the names of 3 persons not related to you whom you have known at least 1 year)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Relationship: |  |  |
|  |  |  |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Email: |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Relationship: |  |  |
|  |  |  |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Email: |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Relationship: |  |  |
|  |  |  |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Email: |  |  |

**Physical Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Any physical limitations that preclude you from performing any work for which you are being considered? |  | Yes [ ]  | No [ ]  |
|  |  |  |
| Please describe:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| In case of emergency notify: |  |  |
| Address: |  |  |  | Phone: |  |  |

## Military Service

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Branch: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Rank at discharge: |  |  |  | Type of discharge: |  |  |
|  |  |  |
| Membership in National Guard or Reserves? |  |  |

## Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, person or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also agree that if hired, my employment is for no definite period and may regardless

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature: |  |  |  | Date: |  |  |

**SOCIAL HISTORY**

List all organizations, unions, social fraternal, professional in which you have been a member, or are now a member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NARRATIVE**

In the following section a number of questions are asked, and you should respond with as much detail as possible. In this section, unlike the preceding section, your answers should be handwritten, using an ink pen. It is important that you write concisely and be as clear as possible. Also, write carefully making sure your answers can be easily read.

1. Why do you want to be a Patrolman in Marquette Heights?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What kind of person do you believe would make a good Patrolman?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. How would you describe yourself to another person?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What personal qualities do you have that you believe would make you a good Patrolman?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The following section must be completed before a Notary Public.

MARQUETTE HEIGHTS POLICE DEPARTMENT

715 LINCOLN ROAD

MARQUETTE HEIGHTS, ILLINOIS

OATH AND STATEMENT OF CANDIDATE FOR

POSITION OF PATROLMAN

UNITED STATES OF AMERICA)

 STATE OF ILLINOIS) SS.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do swear that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any foreign political agency, party, organization or government which advocates the overthrow of our constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State of any unlawful change in the form of the governments thereof by force or any unlawful means.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

Subscribed and sworn to by me on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 20\_\_.

 (SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NOTARY PUBLIC

**MARQUETTE HEIGHTS POLICE DEPARTMENT**

RELEASE AUTHORIZATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby authorize the release of any Military, Employment, School Records or Transcripts to the Chief of Police, Marquette Heights, Illinois or his authorized representative.

I further authorize the Marquette Heights Chief of Police, or his authorized representative, to investigate my character and background and solicit any information which might be used in evaluation of my employment potential with the Marquette Heights Police Department. I also authorize investigation of all statements made in my application for employment with the Marquette Heights Police Department.

In making such authorization, I release both the contributor and the City of Marquette Heights from all liability for any damage whatsoever arising therefrom, and I release both agents of the contributor and agents of the City of Marquette Heights from all liability for any damage whatsoever arising therefrom.

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 Signature of Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Witness

**CITY OF MARQUETTE HEIGHTS**

**JOB DESCRIPTION**

**TITLE: PATROLMAN**

**DISTINGUISHING FEATURES OF WORK:**

Under general supervision, patrols assigned area in a radio-equipped police vehicle to enforce law and protect life and property; detects criminal activities, apprehends suspected law violators, and assists in preparing legal documents necessary for prosecution of court cases.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Patrols, in a radio-equipped police vehicle, an assigned area to preserve law and order and to prevent or discover the commission of crimes, etc.; makes arrests when violations of laws are observed.
2. Enforces traffic laws through visual observation and radar patrol; issues written and/or oral warnings or citations to observed offenders.
3. Interrogates victims of, and witnesses to, traffic accidents and other crimes in area of assignment; prepares statements, exhibits, reports, and other pertinent information; appears as a witness in court when called upon.
4. Assist citizens within area of assignment in wide variety of ways (i.e., renders first aid to accident victims before arrival of ambulance, gives directions upon request, etc.)
5. Responds to request for assistance, in civil and domestic disturbances, received over 2-way radio communications equipment installed in vehicle; determines nature of the situation through visual observation and interrogation of witnesses; acts to resolve immediate situation or problem.
6. Completes all required reports of activities; reports needed for maintenance or repair of assigned vehicle and other equipment.
7. Performs other duties as required or assigned.

**REQUIREMENTS**

 **Education**

1. Requires skills, knowledge, and mental development equivalent to completion of four (4) years high school, or comparable education, training, and/or experience.

 **Experience**

 1.Requires no specific previous experience.

2. Requires possession of a valid Illinois Operator’s license, issued by the Secretary of State.

**Significant Responsibilities**

1. Requires ability to establish and maintain effective working relationships with other law enforcement agencies at all levels, other staff of the City organization, and the general public.
2. Requires ability to maintain records and prepare clear and concise pertinent reports and activities.

3. Requires ability to move individuals under security conditions.

4. Requires ability to enforce laws and statues with firmness and tact.

5. Requires ability to think, act and react quickly and effectively in emergency stress situations.

6. Requires ability to drive a police vehicle, operate mobile 2-way radio communications equipment,

 and handcuffs.

1. Requires ability to pass a physical, mental, and/or other examinations as required by the City

 Council for a Patrolman of Marquette Heights.

1. Requires skill in the care and use of firearms and other equipment.