



APPLICATION FOR LATERAL POLICE EMPLOYMENT

Berwyn Police Phone: 708-795-5600
Berwyn Police Fax: 708-788-3813

City of Berwyn Police Department • 6401 31st St. • Berwyn, IL 60402 • www.berwyn-il.gov

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____
LAST FIRST MIDDLE

List all other names or aliases you have used, or by which you have been known including maiden names:

Address: _____
STREET CITY STATE ZIP CODE

Home Phone # () _____ Cellular/Other Phone () _____ E-mail Address _____

Date of Birth: _____ Age: _____ Place of Birth _____ Social Security Number: _____

Date of application ____/____/____

If necessary, best time to call you at home is _____ PM _____ AM ☐ Home ☐ Cellular/Other

May we contact you at work? ☐ Yes ☐ No If yes, work number and best time: _____

Are you authorized to work in the United States? _____

Have you ever been classified by your local selective service draft board as a conscientious objector? _____

Please refer to the following job description for the position for which you are applying. Can you, with or without a reasonable accommodation, perform the essential functions of the job (see attached job description)? _____

Have you suffered the amputation of any limb? _____

Have you submitted an application here before? ☐ Yes ☐ No If yes, when: _____

Have you been employed here before? ☐ Yes ☐ No If yes, give dates: From ____/____/____ to ____/____/____

Do you have adequate and reliable transportation to and from work? ☐ Yes ☐ No

Employment History:

Are you currently employed? _____

May we contact your present employer? _____

Have you ever taken a Civil Service Exam (Police or Fire)? _____

If yes, please explain (Where and When): _____

Are you now on any current lateral lists? _____

If yes, Where? _____

Have you ever been placed on a police eligibility list and not hired? _____

If yes, Please explain (Where and Why) _____

Have you ever been a police officer? _____

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Have you ever been employed as a FULL TIME police officer? _____

Have you ever served as an "auxiliary policeman" for at least five (5) years and are you now under the age of forty (40)? _____

Were you ever discharged or asked to resign? _____

If yes, please explain: _____

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

If yes, please explain _____

Are you now or have you ever been engaged in any business as an owner, partner or officer? _____

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

List all jobs you have held for the last ten years. Please put your present or most recent job first. Be sure to include military service and/or periods of unemployment in the sequence.

1. *Employer's Name* _____ *Type of Business* _____
Address/City/State/ZIP _____
Name and Title of Supervisor _____ *Telephone Number* _____
From (Month/Year) _____ *To (Month/Year)* _____
Reason for leaving _____
May employer be contacted? _____
2. *Employer's Name* _____ *Type of Business* _____
Address/City/State/ZIP _____
Name and Title of Supervisor _____ *Telephone Number* _____
From (Month/Year) _____ *To (Month/Year)* _____
Reason for leaving _____
May employer be contacted? _____
3. *Employer's Name* _____ *Type of Business* _____
Address/City/State/ZIP _____
Name and Title of Supervisor _____ *Telephone Number* _____
From (Month/Year) _____ *To (Month/Year)* _____
Reason for leaving _____
May employer be contacted? _____

4. *Employer's Name* _____ *Type of Business* _____
Address/City/State/ZIP _____
Name and Title of Supervisor _____ *Telephone Number* _____
From (Month/Year) _____ *To (Month/Year)* _____
Reason for leaving _____
May employer be contacted? _____
5. *Employer's Name* _____ *Type of Business* _____
Address/City/State/ZIP _____
Name and Title of Supervisor _____ *Telephone Number* _____
From (Month/Year) _____ *To (Month/Year)* _____
Reason for leaving _____
May employer be contacted? _____

Residences:

List your addresses for the last ten years, starting with present address first.

- | | <i>Address (City, State, ZIP)</i> | <i>From (Month/Year)</i> | <i>To (Month/Year)</i> |
|----|-----------------------------------|--------------------------|------------------------|
| 1. | _____ | _____ | _____ |
| | <i>Address (City, State, ZIP)</i> | <i>From (Month/Year)</i> | <i>To (Month/Year)</i> |
| 2. | _____ | _____ | _____ |
| | <i>Address (City, State, ZIP)</i> | <i>From (Month/Year)</i> | <i>To (Month/Year)</i> |
| 3. | _____ | _____ | _____ |
| | <i>Address (City, State, ZIP)</i> | <i>From (Month/Year)</i> | <i>To (Month/Year)</i> |
| 4. | _____ | _____ | _____ |
| | <i>Address (City, State, ZIP)</i> | <i>From (Month/Year)</i> | <i>To (Month/Year)</i> |
| 5. | _____ | _____ | _____ |

Family Profile

List every member of your immediate family who is still living. Include father, mother, siblings, spouse, and children.

- | | <i>Name</i> | <i>Relationship</i> | <i>Date of Birth</i> | <i>Address, City, St.</i> |
|----|-------------------|---------------------|------------------------|---------------------------|
| 1. | _____ | _____ | _____ | _____ |
| | <i>Occupation</i> | <i>Home Phone</i> | <i>Work/Cell Phone</i> | |
| | _____ | _____ | _____ | |

2.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
3.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
4.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
5.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
6.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
7.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
8.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	
9.	<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
	_____	_____	_____	_____
	<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
	_____	_____	_____	

<i>Name</i>	<i>Relationship</i>	<i>Date of Birth</i>	<i>Address, City, St.</i>
10.			
<hr/>			
<i>Occupation</i>	<i>Home Phone</i>	<i>Work/Cell Phone</i>	
<hr/>	<hr/>	<hr/>	

Please provide at least three references
References

<i>Name</i>	<i>Years Known</i>	<i>Address, City State</i>
1.		
<hr/>		
<i>Home Phone</i>	<i>Work/Cellular Phone</i>	
<hr/>	<hr/>	
<i>Name</i>	<i>Years Known</i>	<i>Address, City, State</i>
2.		
<hr/>		
<i>Home Phone</i>	<i>Work/Cellular Phone</i>	
<hr/>	<hr/>	
<i>Name</i>	<i>Years Known</i>	<i>Address, City, State</i>
3.		
<hr/>		
<i>Home Phone</i>	<i>Work/Cellular Phone</i>	
<hr/>	<hr/>	
<i>Name</i>	<i>Years Known</i>	<i>Address, City, State</i>
4.		
<hr/>		
<i>Home Phone</i>	<i>Work/Cellular Phone</i>	
<hr/>	<hr/>	
<i>Name</i>	<i>Years Known</i>	<i>Address, City, State</i>
5.		
<hr/>		
<i>Home Phone</i>	<i>Work/Cellular Phone</i>	
<hr/>	<hr/>	

Alcohol, Illegal Drug Use and Gambling:

Are you currently now abusing or excessively using alcohol? _____

Do you currently use illegal drugs? _____

Are you currently now excessively gambling? _____

Educational Background:

Starting with your most recent school attended, provide the following information.

SCHOOL (INCLUDE CITY AND STATE)	YEARS COMPLETED	COMPLETED	GPA CLASS RANK	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

Have you obtained any of the following?

State-certified Law Enforcement Officer: _____

State-certified Corrections Officer: _____

Associate's Degree: _____

Bachelor's Degree: _____

Master's Degree: _____

List any professional licenses or certificates you hold or have held: _____

Driving History:

Do you possess a valid Driver's License? _____

State

License Number

Date of Expiration

As a driver, have you ever been involved in a traffic accident? _____

Have you ever been refused a driver's or chauffeur's license by any state? _____

Has your license ever been suspended, revoked, or placed on probation? _____

Military Service:

Have you ever served in any branch of the United States Armed Forces? _____

Are you now or were you ever a member of the United States Reserve Forces? _____

Are you now or were you a member of the National Guard? _____

Criminal History:

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been convicted of any of the following crimes as either misdemeanors or felonies?

	Y/N	Comment
1. Homicide	_____	_____
2. Manslaughter	_____	_____
3. Robbery	_____	_____
4. Burglary	_____	_____
5. Fraud	_____	_____
6. Kidnapping	_____	_____
7. Forgery	_____	_____
8. Money Laundering	_____	_____
9. Solicitation of a Child	_____	_____
10. Criminal Sexual Abuse	_____	_____
11. Criminal Sexual Assault	_____	_____
12. Aggravated Criminal Sexual Assault	_____	_____
13. Aggravated Criminal Sexual Abuse	_____	_____
14. Adultery	_____	_____
15. Public Indecency	_____	_____
16. Prostitution	_____	_____
17. Soliciting for a prostitute	_____	_____
18. Keeping a Place of Prostitution	_____	_____
19. Patronizing a Prostitute	_____	_____
20. Pimping	_____	_____
21. Juvenile Pimping	_____	_____
22. Exploitation of a Child	_____	_____
23. Aggravated Assault	_____	_____
24. Intimidation	_____	_____
25. Theft	_____	_____
26. Institutional Vandalism	_____	_____
27. Mob Action	_____	_____
28. Obstructing Justice	_____	_____
29. Perjury	_____	_____

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30. Suborning Perjury _____
31. Tampering with Public Records _____
32. Keeping a Gambling Place _____

(Note: You are not required to disclose a record of conviction that has been expunged or sealed. Additionally, conviction alone will not result in disqualification for employment. We look at all of the circumstances involved in the crime, including timing of offense, nature of duties applied for, and other job related factors).

If **yes**, explain in detail listing reason(s), date(s), and location(s) in the comments section. Note: Answering "Yes" does not constitute an automatic bar to employment.

Do you have or have you ever possessed a valid Firearms Owner Identification Card? _____

If **yes**, please complete: Card # _____ Expiration Date: _____

Date available for work ____/____/____ Desired rate of pay? \$ _____ per _____

I certify that all information provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (professional and personal), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided 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, gathering and using truthful and non-defamatory 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 employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application is current for only 30 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 by filling out a new application.

I understand that if hired, with or without cause and with or without prior notice, I am free to resign at any time, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law or pursuant to a collective bargaining agreement, if applicable. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless in writing and signed by the employer's president.

I also understand that if hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws required me to complete an I-9 Form in this regard.

This Employer does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, pregnancy, sexual orientation or gender identity, or any other protected status under applicable federal, state, or local law. This employer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, pregnancy, sexual orientation or sexual preference, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, 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. Harassment of our employees is strictly

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prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Employer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

www.berwyn-il.gov



City Hall Phone: 708.788.2660
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**City of Berwyn Illinois
Police Officer**

Essential Duties & Responsibilities

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Receives briefing at shift commencement regarding general and special orders and information passed through the chain-of-command, as well as pertinent data regarding previous shift's activities. Receives beat assignments and inspects assigned vehicle and weaponry for operability.

Responds to radio dispatched call for action and/or assistance and takes appropriate action, assists allied law enforcement and local Fire Department in emergency situations. Renders first aid during emergency situations. Provides assistance to citizens whenever necessary.

Performs or assists in thorough preliminary investigations into reported and/or observed criminal activity to include all felony, misdemeanor, local ordinances violations, and petty crimes. Notifies supervisor when circumstances require backup or investigative staff. Provides backup response as requested.

Investigates calls of a non-criminal nature to include civil disturbances, family disputes, reports of missing persons and other annoyances. Assesses individual cases to determine appropriate action.

Serves as Juvenile Officer, investigates crimes by and against minors. Explores home situations and provides or recommends counseling services to parents, guardians, and children; maintains liaison with State Attorney's office, the court system and other related service agencies for cases requiring further action. Follows up on truancy cases and problem minors.

Apprehends, arrests, and transports suspects to police holding facility for booking and temporary incarceration. Performs booking of suspects according to established procedures and releases authorized personnel. Transports offenders to and from County Jail facilities as necessary.

Patrols assigned areas by vehicle or on foot, serving as a visible deterrent to crime and remaining alert to special problems in regard to crime prevention and possible criminal activity. Checks business establishments, dwellings and other buildings for signs of illegal entry. Provides information and assistance to general public and investigates suspicious activity or situations.

Enforces City traffic ordinances, regulates traffic, serving as a visible deterrent, promotes traffic safety, performs speed control activities, and issues citations to violators of the Illinois Motor Vehicle Code and the Municipal Code for the City of Berwyn. Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent.

Prepares, maintains, and forwards all requisite reports and records of activities. Reviews all reports and sources of information that aid in the proper disposition of assigned cases. Prepares cases for court presentation and provides relevant testimony in court.

Performs community relations duties as assigned, speaks to school and community group and individuals on a variety of police-related topics for the promotion of crime prevention.

Provides road information and assistance to motorists.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.