



## **BARRINGTON POLICE DEPARTMENT**

**Village of Barrington**

400 N. Northwest Highway

Barrington, IL 60010

Phone: 847-304-3303

[www.barrington-il.gov](http://www.barrington-il.gov)

# **LATERAL POLICE OFFICER EMPLOYMENT APPLICATION**

The Village of Barrington accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Village of Barrington bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Village of Barrington complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Barrington Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Barrington.

Read each question carefully and answer accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications, or examination for appointment. Any false statements in the application materials will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Village of Barrington.

Note the Minimum Qualifications: Applicants will not be considered unless these requirements are met.

Any questions concerning the application process should be directed to the Human Resources Department, Village of Barrington.

## **Minimum Requirements and Qualifications**

Applicants for Lateral Police Officer appointments must meet the following minimum qualifications and requirements at the time of application:

- Must be a current, full-time, sworn, Illinois municipal police officer, Illinois state trooper, or Illinois county sheriff's deputy who possesses a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board with substantially equivalent skills and abilities as that of a Village of Barrington Police Officer. (Part-time certification, or employment as any type of law enforcement officer other than that specified above, does not meet this requirement.)
- Applicants must be in good standing with their current department.
- Must be a United States citizen.
- Must be at least 21 years old.
- Must possess an Associate's Degree or 60 hours of college credit from an institution accredited by the US Department of Education.
- Must possess a valid IL driver's license.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Must submit at time of application: a copy of the following as applicable: a résumé; birth certificate; high school diploma or GED certificate; transcripts of higher learning; service discharge papers (DD-214/Copy 4); Illinois Standards & Training Board certificate.
- Ability to furnish upon request: other professional licenses; training certificates; documents confirming work experience; employee evaluations; references, and any other employment related material as requested or required.

## **Selection Process**

**Each phase of the process is pass/fail and required to proceed to the next.**

- Review of application materials
- Physical fitness test – Date TBD (POWER Card will be accepted )
- Interview – Date TBD
- Background investigation
- Post-offer examinations at the time of hire, including but not limited to: polygraph, psychological assessment; medical examination, and drug screening.

## **Lateral Police Officer Candidate Pool**

- An eligible candidate pool will be established from qualified applicants that successfully complete the selection process. A final list of those in the pool will be posted.
- The Board of Fire and Police Commissioners may choose to appoint applicants that the selection process identifies having certain knowledge, skills and abilities that make those applicants more desirable for the position.

## **REQUIRED DOCUMENTS & APPLICATION CHECKLIST**

The following checklist will help ensure you gather and upload all of the required application materials and documentation. A signed copy of this checklist is required.

- **Gather the required documentation. (please check those being submitted)**
  - Cover Letter and Resume (optional)
  - Birth certificate
  - High school diploma or GED certificate
  - Driver's License
  - Certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
  - Application - Thoroughly completed
  - Disqualification Notice - Signed
  - Acknowledgement and General Release of All Claims Form - Signed
  - Authorization to Release Information Form - Signed
  - Data Collection Form (optional)
  - POWER card – If you do not have a valid POWER card, you must attend the physical fitness test TBD.
  - Oral interviews will be held TBD.
  
- **Complete the employment application:**
  - Email this supplemental application, signed forms, and required documentation to: [policeadmin@barrington-il.gov](mailto:policeadmin@barrington-il.gov)**
  - Questions can be directed to Jennifer Wisniewski at 847-304-3303.**

**Application deadline**

# **EMPLOYMENT APPLICATION and AUTHORIZATION FORMS**

Complete and return the following pages with the required signed forms and documents.

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

Address \_\_\_\_\_  
Number & Street City State Zip

Home Phone Number ( ) Cell Phone Number ( )

Email address: \_\_\_\_\_

Are you a U.S. Citizen? YES \_\_\_ NO \_\_\_

Are you eligible to participate in the Police Pension Fund? YES \_\_\_ NO \_\_\_

Do you have a valid driver's license? YES \_\_\_ NO \_\_\_

Do you meet the minimum requirements for this position? YES \_\_\_ NO \_\_\_

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board?

If YES, provide date of certification and PTB ID: \_\_\_\_\_ YES \_\_\_ NO \_\_\_

Do you meet the education requirements of this position? YES \_\_\_ NO \_\_\_

Do you meet the work experience requirements of this position? YES \_\_\_ NO \_\_\_

Do you hold a valid Firearms Owners ID [FOID] card? YES \_\_\_ NO \_\_\_

Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

## **EDUCATION**

List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:

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## **PERSONAL HISTORY AND CONVICTION INFORMATION (for background investigation purposes)**

List all names or aliases you have used, or have been known by \_\_\_\_\_

Date of birth \_\_\_\_\_

Driver's license number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

Have you ever had a driver's license in any other state? YES \_\_\_ NO \_\_\_ If YES, where? \_\_\_\_\_

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?  
YES \_\_\_ NO \_\_\_

If YES, please explain \_\_\_\_\_

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Have you ever been convicted of a felony or misdemeanor in any jurisdiction? YES \_\_\_ NO \_\_\_

If YES, provide the following information for all convictions:

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case

Have you ever been placed on probation? YES \_\_\_ NO \_\_\_

If YES, explain: \_\_\_\_\_

Have you ever been the respondent or named in an order of protection in any state? YES \_\_\_ NO \_\_\_

If YES, explain: \_\_\_\_\_

Have you ever used marijuana or any other illegal drug? YES \_\_\_ NO \_\_\_

Have you ever been involved with the sale and/or distribution of illegal drugs? YES \_\_\_ NO \_\_\_

If the answer to either of these questions is YES, explain:

\_\_\_\_\_

\_\_\_\_\_

List all traffic convictions and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

**LIST ALL ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER**

Address \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date range \_\_\_\_\_

Address \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date range \_\_\_\_\_

Address \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date range \_\_\_\_\_

Address \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date range \_\_\_\_\_

Address \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date Range \_\_\_\_\_

**EMPLOYMENT HISTORY**

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS STARTING WITH LAST ONE FIRST)

DATE RANGE MONTH / YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM TO			
FROM TO			
FROM TO			

**CURRENT EMPLOYER**

DATE RANGE MONTH / YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM TO			

Have you ever received formal discipline during your employment as a law enforcement officer, such as written reprimands, suspension, etc.?  
 YES \_\_\_\_ NO \_\_\_\_

**If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and dates of occurrence.**

Have you ever been discharged or forced to resign from any employment?  
 YES \_\_\_\_ NO \_\_\_\_

**If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and date of occurrence.**

**AREAS of POLICE EXPERIENCE**

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations / crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas. Note the duration of each assignment and where it was held. Please give reasons for transfers or reassignments.

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**POLICE WORK HISTORY**

Do you have full-time police experience in a city, county, or state agency and have you completed one year of service in addition to the probationary period? YES \_\_\_ NO \_\_\_

If yes, please indicate where and dates of service:

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Were you given a psychological examination for any police officer position? YES \_\_\_ NO \_\_\_

If yes, please indicate for which department(s):

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Were you given a polygraph for any police officer position? YES \_\_\_ NO \_\_\_

If yes, please indicate for which department(s):

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Have you had a break of service in your law enforcement career? YES \_\_\_ NO \_\_\_

If yes, list dates not in active service, duration of break, and reason for break in service:

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Have you ever been certified as a police officer in any other state? YES \_\_\_ NO \_\_\_

If yes, where and dates of employment:

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Have you ever held part time Police Officer employment? YES \_\_\_ NO \_\_\_

If yes, where and dates of employment:

Have you ever held any other professional licenses or certifications? YES \_\_\_ NO \_\_\_

If yes, please list:

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**Describe any information regarding the following areas:**

Innovative programs you implemented or recommended:

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Commendations and/or special achievements:

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Experience using computer software:

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Please review the job description. Are you able to perform the essential job functions listed therein with or without reasonable accommodation?

YES \_\_\_\_ NO \_\_\_\_

If accommodation is needed, please explain:

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**MILITARY SERVICE**

Are you now a member or veteran of the U.S. military service, including reserve forces or National Guard?

YES \_\_\_\_ NO \_\_\_\_

If YES, which branch of service have you served in? \_\_\_\_\_

Date and location \_\_\_\_\_

Were you ever convicted at a court-martial?

YES \_\_\_\_ NO \_\_\_\_

If YES, explain in detail: \_\_\_\_\_

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Were you Honorably Discharged?

YES \_\_\_\_ NO \_\_\_\_

If NO, explain in detail: \_\_\_\_\_

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## REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The Barrington Police Department or its designee reserves the right to contact the references at any time.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Email address \_\_\_\_\_

## DISQUALIFICATION NOTICE

The Rules and Regulations of the Barrington Fire and Police Commissioners (BFPC) govern the testing and hiring processes. According to the Rules, the BFPC may refuse to examine or, after examination, refuse to certify as eligible, or refuse to hire, a candidate who:

- a. is found lacking in any of the established preliminary requirements for the service for which he or she applies;
- b. is physically unable to perform the essential duties of the position to which he or she seeks appointment with or without a reasonable accommodation;
- c. has been convicted of a felony or any crime involving moral turpitude; no firefighter or police officer candidate shall be disqualified for any misdemeanor convictions except those listed in 65 ILCS 5/10-2.1-6 of the BFPC Act;
- d. has been dismissed for disciplinary reasons from any public service for good cause;
- e. has been or attempted to be deceptive or fraudulent in his or her application;
- f. is lacking in personal qualifications, educational requirements, or health qualifications;
- g. has character and/or employment references that are unsatisfactory;
- h. has been previously disqualified as an eligible candidate by the BFPC from an existing Barrington eligibility list; and/or
- i. has been previously disqualified for employment with the Village of Barrington due to the failure of a polygraph exam, or police background investigation.
- j. Applicants will not be disqualified from the hiring process if the reason for their prior disqualification was that they did not pass the pre-hire medical or psychological examination.

I, as a prospective candidate for a position with the Village of Barrington, have read and understood these standards for disqualification.

Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ACKNOWLEDGMENT and GENERAL RELEASE OF ALL CLAIMS**

**Read the following carefully before signing.**

I, the undersigned, certify that I have read and fully comprehend this application for employment in its entirety. I acknowledge that the information provided on this application for employment and other submitted application materials is true, complete, and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment / other submitted application materials, whenever or however discovered, may result in the rejection of my application for employment or termination of employment without notice or benefits.

In consideration of my participation in the employment process, I authorize an investigation by the Barrington Police Department, the Village of Barrington or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - of my employment history, background and criminal history, credit history, education, military service, and activities. I authorize the Employer to request and receive such information. I authorize my current / former employers to furnish their records of my service, my reasons for leaving their employment, and all other information they may have concerning me, to the Employer. I understand that the Employer is not responsible for the accuracy or completeness of the information contained in any reports. I agree to cooperate in such an investigation. I hereby fully release and discharge the Employer, its successors, heirs, executors, administrators and assigns, from all rights, claims, and damages, whether to person or property, whether known, unknown, foreseen or unforeseen, and all actions of any type whatsoever, which I may have against the Employer arising out of my participation in the employment process. This release is intended to release all claims for injuries, damages, or loss of any kind whatsoever to me, my persons or property, real or personal, whether known, unknown, foreseen, or unforeseen which I may have against the Employer. I understand and acknowledge the significance and consequences of such specific intention to release all claims and do hereby assume full responsibility for any and all expenses, liabilities, injuries, damages, and/or losses that may incur from participating in the employment process.

**I understand that all tests, assessments, and results thereof become the property of the Barrington Board of Fire and Police Commissioners and are not subject to review.**

I understand that submission of an application for employment does not obligate the Employer to engage in further review of my application for employment. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Employer to employ me.

**Print Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

In signing this document, I understand that I am releasing or giving up certain potential legal rights. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# **AUTHORIZATION TO RELEASE INFORMATION**

Date \_\_\_\_\_

TO WHOM IT MAY CONCERN:

I hereby authorize a comprehensive investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith, and permit the Board of Fire and Police Commissioners, Barrington Police Department, the Village of Barrington or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the Barrington Police Department.

I also authorize my previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form or related documents to the Employer. Any individual, educational institution, organization or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Employer, from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

As part of the procedure for processing my employment application, an investigative inquiry may be made into my background, which will concern my character and general reputation. Under the Fair Credit Reporting Act, I am entitled, upon my written request, to receive information as to the nature and scope of the investigation.

I also consent to the release to the Employer of any and all medical records prepared during the physical examination I am required to undergo for employment with the Barrington Police Department.

If I have had any questions concerning the application process, I have contacted the Board of Fire and Police Commissioners and discussed those questions with the Commissioners to my satisfaction.

A duplicate of this form shall carry the same force as the original. This document is effective for two years from date indicated above.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Street Address, City, State, Zip:** \_\_\_\_\_

If you have any questions, please contact: David Dorn  
Police Chief  
847-304-3303