
**EMPLOYMENT
APPLICATION
and
PERSONAL HISTORY
STATEMENT**

NEWTON POLICE DEPARTMENT

108 North Van Buren Street

Newton, Illinois 62448

Name

Home Telephone Number

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

General Information

HAND PRINT an answer to every question. If question does not apply to you, so state with N/A. If space available is insufficient, use a separate sheet and precede each answer with the number of the referenced block. DO NOT MISSTAKE OR OMIT material fact since the statements made herein are subject to verification to determine your qualifications for employment.

Application for position of:		Date of Application	
Last Name	First Name	Middle Initial	
Maiden Name/Nickname, etc:		Gender	
Present Address		Phone Number	
City:	State:	Zip Code:	
Date of Birth:		Place of Birth:	
Height:	Weight:	Eye Color:	Hair Color:
Scars/Physical Defects:		Social Security #:	
U.S. Citizen: D Yes D No		Marital Status:	

ATTACH PHOTOGRAPH IN SPACE BELOW

Employment Record

List all previous employment. Start with the most recent position and work back to least recent position. Identify part-time and temporary jobs.

Employer:
Employer's Address:
Employer's Phone Number:
Dates Employed: To: From:
Position:
Duties Performed:
Reason for Leaving:

Employer:
Employer's Address:
Employer's Phone Number:
Dates Employed: To: From:
Position:
Duties Performed:
Reason for Leaving:

Employer:
Employer's Address:
Employer's Phone Number:
Dates Employed: To: From:
Position:
Duties Performed:
Reason for Leaving:

If presently employed, why do you desire to change? _____ _____ _____
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Additional Information

Vehicle Operator's License: (Driver, Chauffer, etc.) Give the following information concerning any vehicle operator's license you have held or now hold.

Kind of License / Place of Issue	Expiration Date	Restrictions

References: Give names of at least three persons not related to you, who know you through school, business or personal association.

1.	_____	_____	_____
	Name	Profession	()
	_____	_____	_____
	Address	Phone #	
2.	_____	_____	_____
	Name	Profession	()
	_____	_____	_____
	Address	Phone #	
3.	_____	_____	_____
	Name	Profession	()
	_____	_____	_____
	Address	Phone #	
4.	_____	_____	_____
	Name	Profession	()
	_____	_____	_____
	Address	Phone #	
5.	_____	_____	_____
	Name	Profession	()
	_____	_____	_____
	Address	Phone #	
6.	_____	_____	_____
	Name	Profession	()
	_____	_____	_____
	Address	Phone #	

Have you ever applied for and/or taken any exams for any other governmental agency?

Yes No

Date applied	Agency	Exam Date	Grade	Status with Agency

Additional Information

Activities: List organizations of which you have been or are a member:	
School (High School & College)	_____
Community & Business	_____
Hobbies	_____

U.S. Military Status and Record:	
Present Selective Service Classification: _____	
If you have an uncompleted military obligation, what are your plans for completing it? _____	
Selective Service #: _____	Military Serial #: _____
Branch of Service: _____	Active Duty Dates: _____
Rank Held: _____	Type of Duty: _____
What specialized training did you receive? _____	
Type of discharge or separation: _____	
Do you have a reserve obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe: _____	

Education:	
High/Prep School: _____	Address: _____
Dates From/To: _____	Year of Graduation: _____
Colleges: _____	Address: _____
Dates From/To: _____	Year of Graduation: _____
Major: _____	Degree: _____
Have you attended PTI? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please attach copies of certificates from PTI or other seminars and specialized training courses.	
Do you plan to further your education? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How was your education financed? _____	

Special Qualifications and Skills:	
Indicate type of special license such as pilot or radio operator, etc. that you possess.	
Indicate date issued and date of expiration: _____	
Special skills you possess and equipment you can use: _____	

Additional Information

Residences: List all residences for the past 5 years, beginning with your present address.			
From/To	Street & Number	City	State or Country

Authority to Release Information

I hereby authorize representative of the City of Newton bearing this release, or copy thereof, within 2 ½ 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, athletic, personal history and disciplinary records; medical records and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Newton. I hereby release you, as the custodian of such records, and any law enforcement agency, 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 damages 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 question as to the validity of this release, you may contact me.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete and correct to the best of my knowledge and belief and are made in good faith.

I further agree and consent in advance to being summarily discharged without cause or hearing if any of the above information contains any misrepresentations or falsifications or if any material information has been omitted. In the event that I am employed by this department, I agree to comply with all its orders, rules and regulations. I hereby authorize my former employers to give any information regarding my employment with them, and in addition, to furnish any other information they may have concerning me.

Full Name: _____
(Signature)

Full Name: _____
(Printed or Typed)

Date: _____ Telephone Number: _____

Current Address: _____

Subscribed and sworn to before me this ____ day of _____ 20____.

(Notary)

Job Description Law Enforcement Officer

Major responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's mission, goals and objectives.

Major duties involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and/or serving civil processes, ensuring the protection and safety of persons and property, and securing and protecting prisoners. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of the patrol sergeant.

Essential functions include:

1. Have regular and predictable attendance.
2. Get along well with others.
3. Maintain a state of physical and mental fitness and readiness.
4. Learn present and new jobs.
5. Be efficient and productive.
6. Be cooperative and subordinate.
7. Qualify with firearms and other offensive and defensive weapons. Use physical force to control and arrest violent and non-violent law violators.
8. Maintain the confidence and trust of peers, superiors, and general citizenry.
9. Be able to work the majority of time without direct supervision.
10. Subordinate personal preferences to the lawful directives of management.
11. Adjust to changing work conditions.
12. Ensure the general safety of the public
13. Drive emergency vehicles under stressful conditions.

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

Removal can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, being medically, psychologically, physically unfit for duty, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the agency's mission, uphold the oath of office, behave in a manner that supports the Police Officer's Code of Ethics, continually comply with preconditions for original employment, or to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amount of dysfunctional work time or requiring atypical amounts of close supervisory counseling or remedial training will lead to removal with or without fault.