

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**VILLAGE OF WILMETTE  
LATERAL POLICE OFFICER  
Employment Application**

Thank you for your interest in seeking employment with the Village of Wilmette. It is the express policy of the Village of Wilmette to consider all applicants for employment without regard to race, color, religion, sex, age, sexual orientation, physical disability, political affiliation, or national origin.

This is a fillable PDF form. Complete the application electronically and e-mail, with all required documents, to [policerecruitment@wilmette.com](mailto:policerecruitment@wilmette.com). Applicants may also print and mail, or deliver the form and all required documents to:

**Wilmette Police Department  
710 Ridge Road  
Wilmette, IL 60091**

For questions, please contact Management Assistant Emily Janowiak at [janowiak@wilmette.com](mailto:janowiak@wilmette.com) or (847) 853-7549.

**Lateral Applicant Requirements**

Lateral Police applicants must meet the following qualifications. Applicants who meet the listed requirements may apply for the Lateral Police Officer Examination process when applications are posted.

**ONLY APPLICANTS THAT MEET THE REQUIREMENTS WILL BE CONSIDERED FOR THIS POSTING.**

- Candidates must be certified as a police officer in good standing through the Illinois Law Enforcement Training and Standards Board (ILETSB), or if from another state, be eligible to obtain a waiver from ILETSB as a condition of employment.
- Currently in good standing with the police department in which the person serves.
- Citizen of the United States or legally authorized to work in the United States.
- Under 45 years of age.
- At the time of filing the application, each lateral entry candidate shall be a high school graduate or certified equivalent and have one of the following:
  - Sixty (60) hours of education towards a bachelor's degree from an accredited college or university; or
  - Two (2) years of active-duty service in the United States Armed Forces and have received an Honorable Discharge; or
  - 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and have received an Honorable Discharge.
- Valid driver's license.
- Must be able to perform the essential functions of the position of a police officer.
- Possess a valid POWER Card or be able to complete a job-related physical ability test during the hiring process.

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**INSTRUCTIONS:** Fill out this application completely and accurately. All statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from employment. If writing space provided is inadequate, use the continuation sheet at the end of this application and identify additional information by question number. Use the term "DNA" ("does not apply") if the question does not apply. NOTE: YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT IF ANY RESPONSE IS FOUND TO BE UNTRUTHFUL.

PERSONAL INFORMATION			
1. Name: (Last) (First) (Middle)		2. List any other names or aliases you have used or been known by:	
3. Home Address (Street, City, State, Zip):		4. Cell Phone:	
5. E-mail Address:			
6. Date of Birth:	7. Age:	8. Place of Birth (City, State)	
9. Are you a U.S. Citizen, or legally authorized to work in the U.S.?	Yes	No	
10. Have you ever worked for the Village of Wilmette?	Yes	No	
11. If yes, when, and for which department?			
12. Do you have any friends or family who are currently employed by the Village of Wilmette?	Yes	No	
13. If yes, list name(s) and relationship:			
14. Do you hold a valid Illinois Firearms Owners Identification (FOID) card?	Yes	No	
15. If yes, provide FOID card number:			

LANGUAGE FLUENCY		
16. Can you communicate in a second language that is not English (including sign language)?	Yes	No
17. If yes, list languages spoken:		

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**FAMILY PROFILE**

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

Name:	Relationship:	Address:	Occupation:

**RESIDENCES**

19. List your last five addresses starting with current address first.

Street Address (City, State, Zip)	From (Month/Year)	To (Month/Year)

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### EDUCATION, TRAINING, & EXPERIENCE

20. List the various schools you have attended and provide the other information requested.

Name and address of school(s)	Years Completed	Dates Attended	Graduate	Average Grade
High School:				
College:				
Graduate School:				
Other/Higher Education:				

21. List any correspondence courses, seminars, workshops, training sessions, etc., that might relate to the position you are applying to.

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22. List any professional licenses or certificates you hold or have held.

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### MILITARY SERVICE

23. Have you ever served in any branch of the U.S. Armed Forces (including Reserves or National Guard)?	Yes	No
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24. If yes, please indicate the branch in which you were or are a member:

25. Date Entered:	26. Rank:	27. Date Discharged:	28. Type of Discharge:
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29. Duties:

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### EMPLOYMENT HISTORY

30. Are you currently employed? Yes No

31. May we contact your present employer? Yes No

32. Do you have full-time experience as a certified police officer? Yes No

33. If yes, please explain (where and when).

34. Have you ever been certified as a police officer in any other state? Yes No

35. If yes, list where and dates of service?

36. Have you had a break in service in your law enforcement career? Yes No

37. If yes, list dates of inactive service and reason?

38. Are you on currently any Police or Fire eligibility lists? Yes No

39. List your previous five (5) employers, which may include any Military service. Begin with your current or most recent employer:

#### Employer 1

Employer's Name: Business Type: Business Address (Street, City, State):

Name/Title of Supervisor: Telephone Number: Dates Employed

From: To:

Title: Reason for Leaving: May Employer be Contacted?

Duties:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

*Employer 2*

Employer's Name:	Business Type:	Business Address (Street, City, State):	
Name/Title of Supervisor:	Telephone Number:	Dates Employed	
		From:	To:
Title:	Reason for Leaving:	May Employer be Contacted?	

Duties:

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*Employer 3*

Employer's Name:	Business Type:	Business Address (Street, City, State):	
Name/Title of Supervisor:	Telephone Number:	Dates Employed	
		From:	To:
Title:	Reason for Leaving:	May Employer be Contacted?	

Duties:

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

*Employer 4*

Employer's Name:	Business Type:	Business Address (Street, City, State):	
Name/Title of Supervisor:	Telephone Number:	Dates Employed	
		From:	To:
Title:	Reason for Leaving:	May Employer be Contacted?	

Duties:

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*Employer 5*

Employer's Name:	Business Type:	Business Address (Street, City, State):	
Name/Title of Supervisor:	Telephone Number:	Dates Employed	
		From:	To:
Title:	Reason for Leaving:	May Employer be Contacted?	

Duties:

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#### WORK DISCIPLINE HISTORY

40. Have you ever been discharged or asked to resign from employment because of misconduct or unsatisfactory service?	Yes	No
41. If yes, explain.		
42. Describe any discipline you have received, including all sustained internal investigations.		
43. Have you ever had a Police Officer license or certification in ANY state suspended or revoked?	Yes	No
44. If yes, where?		
45. Are you currently a subject in an open internal investigation?	Yes	No
46. If yes, explain and include the date, investigating department and nature of complaint.		

#### POLICE HISTORY

47. List any specialized assignments you have held (SRO, Detective, Evidence Technician)	
48. List any Law Enforcement trainings, professional licenses, or certifications that you have.	
49. List any commendations, awards, or special achievements.	



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**ALCOHOL, ILLEGAL DRUG USE AND GAMBLING**

50. Do you currently use illegal drugs?	Yes	No
51. If yes, please explain.		
52. Are you currently abusing or excessively using alcohol?	Yes	No
53. If yes, please explain.		
54. Are you currently excessively gambling?	Yes	No
55. If yes, please explain.		

**CRIMINAL HISTORY**

56. Have you been convicted of any violations of the law since your 18th birthday? (Do not include violations for which you were fined \$100 or less. You are not required to disclose records of arrests or convictions that were created at the time you were under 18 or that have been sealed or expunged by a court.)	Yes	No
57. If yes, list all such cases and state the nature of the offense or violation and the penalty imposed (if any), or other disposition of the case. (Note: Convictions will not automatically exclude you from employment consideration.)		

**DRIVING HISTORY**

58. Do you possess a valid driver's license?	Yes	No
59. State:	60. License Number:	61. Expiration Date:
63. Has your driver's license ever been suspended or revoked?	Yes	No
64. If yes, please explain.		
65. As a driver, have you ever been involved in a traffic collision?	Yes	No
66. If yes, please explain.		

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### REFERENCES

67. Please provide the names of five adults, NOT related to you, whom you have known for a period of (preferably) more than five years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

#### Reference 1

Name:	Relationship:	Years Known:	Contact Telephone Number:
Address:		Occupation or Profession:	

#### Reference 2

Name:	Relationship:	Years Known:	Contact Telephone Number:
Address:		Occupation or Profession:	

#### Reference 3

Name:	Relationship:	Years Known:	Contact Telephone Number:
Address:		Occupation or Profession:	

#### Reference 4

Name:	Relationship:	Years Known:	Contact Telephone Number:
Address:		Occupation or Profession:	

#### Reference 5

Name:	Relationship:	Years Known:	Contact Telephone Number:
Address:		Occupation or Profession:	

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**ESSAY QUESTION**

68. Using a minimum of 100 words, please state your reasons for seeking employment as a Police Officer with the Village of Wilmette?

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### JOB FUNCTIONS

69. Please refer to the below job description for the position of Police Officer. Are you, with or without a reasonable accommodation, able to perform the essential functions of the job?	Yes	No
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#### *Job Description*

- Patrol area on foot, bicycle and/or motorized vehicle while working rotating shifts on days, nights, weekends, holidays and in all weather conditions.
- Help ensure public safety while looking for ways to help people.
- Communicate effectively both verbally and in writing so others will understand.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Enforce State laws and Village ordinances, effect arrests, issue citations and warnings as needed.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Tempered and measured response when met with resistance.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- If justified and necessary, ability to use less lethal and lethal forms of force.
- Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious vehicles and persons.
- Respond to medical calls and perform first aid of individuals if necessary.
- Conduct visual and audio surveillance for extended periods of time.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes, and advising others of rights and processes.
- Demonstrate communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Process arrested suspects to include taking their photographs and obtaining a legible set of fingerprint impressions.
- Transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Any other duty as assigned by a supervisor.

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**CONTINUATION SHEET**

Indicate in the left-hand column the number of the question you are answering, then complete your answer in the space provided:

Question  
Number:

Continuation of Answer:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### **EQUAL OPPORTUNITY REPORTING FORM**

To remain compliant with various Federal, State, and Local regulations requiring that we assess racial and sex identification information from all candidates who are taking part in this process we request that you fill out the information below. It is policy that the Village of Wilmette will consider all applicants for employment without regard to race, color, religion, sex, age, sexual orientation, physical disability, political affiliation, or national origin.

#### **INVITATION TO SELF-IDENTIFY**

PLEASE ANSWER THE FOLLOWING QUESTIONS

What is your race/ethnicity? Please mark the one box that describes the race/ethnicity category with which you primarily identify.

**Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American:** a person having origins in any of the black racial groups of the African continent.

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.

**Choose not to disclose.**

#### **REFERRAL SOURCE**

How did you learn about this position, check one that applies:

Village Website

Job Fair

From a Friend

Blueline

Facebook

Instagram

Twitter

Other (Please Specify)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**CHECKLIST OF REQUIRED DOCUMENTS**

	Copy of Driver's License
	Copy of Birth Certificate
	Copy of Work Authorization if not U.S. Citizen
	Copy of High School Diploma
	Copy of Transcripts from Accredited College or University
	Military Service Records and DD214 (if applicable)
	Copy of Law Enforcement Officer Certification
	Copy of POWER Card or be able to complete a job-related physical ability test during the hiring process.
	Current Employment Certification – Must be completed by the applicant
	Optional – resume or other certificates/documentation you would like to include

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### **Current Employment Certification**

I, \_\_\_\_\_ (name), certify that I am currently employed as a sworn law enforcement officer within the United States of America. I have been employed at \_\_\_\_\_ (agency) and am currently in good standing at my place of employment.

\_\_\_\_\_  
Signature (Please Type Name)

\_\_\_\_\_  
Date

### **Certification and Authorization by Applicant**

**PLEASE READ THIS CAREFULLY AND BE SURE YOU FULLY UNDERSTAND IT BEFORE SIGNING.**

I certify that all information provided by me on this application is true and complete to the best of my knowledge, and that I have not withheld any information that would, if disclosed, affect this application unfavorably. I understand that if I have provided any false, misleading, or incomplete information in this application I may be denied employment or terminated from employment with the Village at any time, including after any period of probation, regardless of when the Village discovers my false, misleading, or incomplete statement.

I authorize the Village and its officers and employees to investigate and verify any information I have provided in this Application and/or other materials that I have submitted with it, to obtain any records of criminal conviction(s) concerning me, to contact and obtain information on academic, work, attendance or disciplinary history, references and any other information from my prior employers or schools I have attended. I also authorize any prior employer, reference, school or other individual or entity that I have listed in this application to provide any of this information to the Village. I agree to waive any claim or action in law or equity and release from any claim of liability by me whatsoever, the Village of Wilmette, its officers, agents and employees, and any of the persons or entities listed by me on this application and their officers, agents and employees, arising from the investigation, verification, or providing of information authorized or requested pursuant to my application for employment with the Village.

I understand that I may be required as a condition of employment to submit to a pre-employment drug and/or alcohol test, physical examination (depending on position sought) and/or a job-related ability test(s), and I hereby consent to such tests as may be required to make a decision on my employment.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE CERTIFICATION AND AUTHORIZATION, AND FULLY UNDERSTAND IT PRIOR TO AFFIXING MY SIGNATURE BELOW.**

\_\_\_\_\_  
Signature (Please Type Name)

\_\_\_\_\_  
Date