



APPLICATION FOR EMPLOYMENT



GENESEO POLICE DEPARTMENT, 119 S. OAKWOOD AVE., GENESEO, IL 61254

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, sexual orientation, medical condition or disability, or any other status protected by law. We are an Equal Opportunity Employer.

Please print in ink. You must complete the entire application.

DATE:

APPLICANT INFORMATION

1. Name (Last) (First) (Middle)	2. Social Security No.
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3. Address (Street) (City/State/Zip)	4. Telephone Home Cell
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Are there other names under which you have worked or attended school?
If yes, please list for reference checking purposes. Yes No

Are you legally authorized to work in the U.S.? (If hired, you will be required to provide proof of work authorization.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a U. S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you at least 18 years of age? Yes No
If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.

Have you ever been convicted of a crime or pled no contest for any offense or violation other than minor traffic violations? Yes No
If yes, explain:

Nature of the Crime	Date of Conviction	City/State of Conviction

Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

Do you have any pending criminal charges against you? Yes No
If yes, describe:

Nature of the Crime	Date of Arrest	City/State of Arrest

Have you ever applied with the Geneseo Police Department before? Yes No
If yes, when and for what position.

Have you ever worked here before? Yes No
If yes, when and at what position.

POSITION APPLYING FOR:	<input type="checkbox"/> Full-Time	Salary Desired	Shift Preference
	<input type="checkbox"/> Part-Time		

When will you be available to start?

SPECIAL SKILLS (USE SEPARATE SHEET IF NECESSARY)

1. Please describe your word processing speed; software knowledge; and office equipment experience.

2. Please describe your telephone answering skills; verbal communication skills; and ability to work under pressure.

EMPLOYMENT HISTORY (START WITH MOST RECENT; USE SEPARATE SHEET IF NECESSARY)

Name of Employer Telephone ()

Address

Job Title Name of Immediate Supervisor

Description of Duties

Employment Dates (month and year)	Salary - start	Salary - end	Reason for leaving
From To			

If currently employed, may we contact them as a reference? Yes No

Name of Employer Telephone ()

Address

Job Title Name of Immediate Supervisor

Description of Duties

Employment Dates (month and year)	Salary - start	Salary - end	Reason for leaving
From To			

If currently employed, may we contact them as a reference? Yes No

Name of Employer Telephone ()

Address

Job Title Name of Immediate Supervisor

Description of Duties

Employment Dates (month and year)	Salary - start	Salary - end	Reason for leaving
From To			

EDUCATION				
School Name and Location (city, state)		Years Attended	Major Subjects	Diploma or Degree Rec'd
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

TRAINING COURSES

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

REQUIRED LICENSE(S)

Driver's License Number	State Issued
Are you licensed with any group, association or society relating to the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Registration or License Number	Expiration Date State Issued
Registration or License Number	Expiration Date State Issued

EMPLOYMENT REFERENCES

Name	Day Telephone ()
Address	Evening Telephone ()
Relationship	How long known?
Name	Day Telephone ()
Address	Evening Telephone ()
Relationship	How long known?
Name	Day Telephone ()
Address	Evening Telephone ()
Relationship	How long known?

