

---

---

# **EMPLOYMENT APPLICATION and PERSONAL HISTORY STATEMENT**

---

---

## **NEWTON POLICE DEPARTMENT**

**108 North Van Buren Street**

**Newton, Illinois 62448**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Telephone Number

Chief Riley Britton

---

---

**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?
_____
_____
_____

# 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? ☐ Yes ☐ 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? ☐ Yes ☐ No

***Please attach copies of certificates from PTI or other seminars and specialized training courses.***

Do you plan to further your education? ☐ Yes ☐ 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

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

<b>Authority to Release Information</b>
<p>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.</p> <p>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.</p> <p>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.</p> <p>Full Name: _____ (Signature)</p> <p>Full Name: _____ (Printed or Typed)</p> <p>Date: _____ Telephone Number: _____</p> <p>Current Address: _____ _____</p> <p>Subscribed and sworn to before me this ____ day of _____ 20____.</p> <p>_____ (Notary)</p>