

LIVINGSTON COUNTY SHERIFF DEPARTMENT
844 W. Lincoln Street
Pontiac, IL 61764
Phone 815-844-2774

IMPORTANT

You must include the following documents with the application. Please enclose all papers in a large envelope. **Do not fold.** Turn in the completed application and required documents no later than January 31, 2022.

- | | <u>Check when completed</u> |
|--|-----------------------------|
| • Copy of Driver's License | _____ |
| • Copy of high school diploma or GED Certificate | _____ |
| • Authorization Form | _____ |
| • Copy of last DD214 Form (if applicable) | _____ |

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Requirements:

- United States Citizen
- Minimum age of 21 at the time of entry of the Police Academy
- High School graduate or equivalent
- Valid Driver's License (requires a valid Illinois driver's license at date of hire)

Schedule:

- Submit Sheriff Application packet by January 31, 2022.
- POWER test and written test will be administered on February 19, 2022 at the Livingston County Public Safety Complex, 844 W. Lincoln Street, Pontiac, IL 61764. A picture I.D. will need to be presented on the day of testing.

Phases of the selection process include a background check, physical fitness test, written examination and an oral interview. Applicants will be advised in writing of their eligibility to proceed to the oral interviews after the result of the background check, physical fitness test, and written examination is completed.

When positions are available, conditional offers of employment will be extended based on the successful completion of all of the following: psychological screening, pre-employment drug screening, and an extensive background investigation.

Questions may be addressed by calling Sergeant DeMoss at the Sheriff's Department at 815-844-2774.

ALL PHOTOCOPIES MUST BE READABLE-DO NOT SEND ORIGINALS.

LIVINGSTON COUNTY SHERIFF

POLICE OFFICER APPLICANT PERSONAL DATA QUESTIONNAIRE

*Please notify us immediately of any change of address or phone number.

1. Name _____
last first middle

2. List any other names you have used or been known by (include maiden name):

3. Address: _____
Number & Street City State Zip

4. Home Phone No. (____) _____ Cell Phone No. (____) _____

5. Business Phone No. (____) _____

6. Driver's License State _____

Driver's License No. _____ Class _____

7. Social Security No. _____

8. U.S. Citizen? Yes _____ No _____

If no, are you an alien with evidence of intention to become a U.S. Citizen?

Yes _____ No _____

9. How did you learn about this testing process? (Facebook, Indeed, Job Posting, Website, etc.)

EDUCATION

10. CIRCLE HIGHEST GRADE COMPLETED

GED CERTIFICATE
GRADUATE SCHOOL

HIGH SCHOOL
M.A.

COLLEGE 1 2 3 4
Ph.D.

OTHER

Name and Address of School
(include City and State)

Graduate ?
Yes No

11. High School _____

12. Undergraduate Education _____

13. Graduate Education _____

14. Trade Schools _____

15. What college degrees have you attained? _____

16. List course work relevant to position for which you have applied: _____

EMPLOYMENT HISTORY

List all jobs you have had for the last five (5) years. Include periods of unemployment. Put your present job first. Include military service in proper time sequence along with temporary or part-time jobs.

17. **Present employer's name:**

_____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to Present
month-year

18. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

19. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

20. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

21. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment?
Yes_____ No_____ If yes, please explain:

22. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes_____ No_____
If yes, explain:_____

23. Have you ever taken a civil service exam? Yes_____ No_____
Agency_____ Date_____ Position on List_____
Status_____

24. Are you currently on any eligibility list(s)? Yes_____ No_____
If yes, indicate position applied for, status on list, and expiration date of each:_____

MILITARY

25. Are you now or have you ever been in the military service? Yes_____ No_____

26. Branch of service_____

27. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes_____ No_____

Rank_____

28. Job Assignment_____ From_____ To_____

REFERENCES

Please list three (3) adults not related to you and not former employers, who have known you for more than three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

29. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

30. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

31. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

32. Person(s) to be notified in case of emergency.

Name _____ Address _____

Phone _____ Relationship _____

33. List community organizations or volunteer opportunities that you participate in:

SUBMISSION OF DOCUMENTATION AND CREDENTIALS

- 34. I understand that if I am placed on any eligibility list, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.
- 35. I understand that I must provide the Merit Commission with COPIES of the following documentation and/or certifications at the times indicated below. Other relevant police service certificates may be submitted with the application, but are not required. If at any time any of the documentation is updated or if my credentials change, I must submit the new documentation or certifications to the Commission as soon as possible. I further understand that failure to submit any of the following documentation and/or certifications at the times indicated may result in my application no longer being considered by the Commission and/or loss of my position on the eligibility list or withdrawal of a conditional offer of hire.
- 36. I agree to submit to a psychological examination and a pre-employment drug screening test and extensive background investigation.

DOCUMENTATION

TIME OF SUBMISSION

Copy of High School diploma or evidence of a GED Equivalence diploma

With this application

Copy of college or university diplomas, if applicable

With this application

Copy of valid driver's license

With this application

Copy of last DD214 Form (if applicable)

With this application

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH LIVINGSTON COUNTY.

Dated at _____ Illinois, this _____ day of _____, 20____.

Signature in Full _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us. If reasonable accommodation is needed for the testing process because of a disability, please notify the Merit Commission in writing as to the specific accommodation needed.

**LIVINGSTON COUNTY
AUTHORIZATION FORM**

I, _____, hereby authorize LIVINGSTON COUNTY and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics, credit history, and all other information which may bear favorably or unfavorably upon my application for employment made to LIVINGSTON COUNTY. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I hereby acknowledge and agree that as a condition of employment with LIVINGSTON COUNTY, I must maintain at all times a valid State of Illinois Driver's License of the Class required to operate all vehicles of the Sheriff's Department of LIVINGSTON COUNTY. I do further agree that my failure to maintain said drivers license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the COUNTY.

Signature _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities, if you are employed with us.

EMPLOYMENT INFORMATION RELEASE

Equal Opportunity Employers

Date: _____

To Whom It May Concern:

I respectfully request that you forward to Livingston County Sheriff's Department any and all information that you may have concerning me, my work record and/or my reputation. Also, please include any information that may appear in my personnel file. This information is to be used to determine my qualifications and fitness for the position I am seeking with Livingston County.

I hereby release you and/or your employer from any liability and damage of whatsoever nature on account of furnishing the information requested above. Finally, a duplicate of this form shall carry the same force as the original.

Signature: _____

Name: _____

(Please print)

Address: _____

CONSUMER REPORTING AUTHORIZATION FORM
Equal Opportunity Employers

Date: _____

I authorize and empower Livingston County Sheriff's Department, any other police department, any consumer reporting agency, or other outside service company engaged by said Police Department for this purpose, now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living, through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Upon written request, I understand that said Police Department would provide me with information regarding the scope of the investigation if one is made.

Signature _____

Social Security Number _____

Name _____

(Please Print)