VILLAGE OF METAMORA
100 N. DAVENPORT
METAMORA, ILLINOIS 61548
PH (309) 367-4044
FAX (309) 367-2172

VILLAGE OF METAMORA

APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization. Your assistance in providing us with a clear understanding of your background, education, work experience and skills will better enable us to determine whether you are a qualified candidate for the position for which you are applying. Please complete this form fully and accurately. If you are unable to recall specifically any item of information requested, please indicate the same.

Village of Metamora is an equal opportunity employer and adheres to the principles and practices outlined in applicable federal, state and local laws and regulations that prohibit discrimination in employment and hiring. It is the policy and practice of the County to hire, train, promote, compensate and administer all employment practices without regard to race, color, ancestry, national origin, religion, age, sex, marital status, veteran status, medical condition, pregnancy, or physical or mental disabilities unrelated to the ability to perform essential job functions with or without reasonable accommodations.

Furthermore, the County is committed to complying with the American With Disabilities Act. If an applicant requests a reasonable accommodation for purposes of completing the job application process, the County reserves the right to require professional documentation to confirm the need for accommodation.

PERSONAL INFORMATION

Name:_____
Last Name First Name MI

Address:_____
Street/Apt. # City/State Zip Code County

Home Phone:_____Work Phone:_____

Driver's License #:_____State:_____Class_____CDL: Yes □ No □

POSITION APPLIED FOR AND AVAILABILITY

Job Title:_____Available Start Date:_____

Preferred Status: Full Time □ Part Time □ Temporary □ Summer □ Intern □

Desired Starting Salary: _____

Working schedule you will accept: Days □ Afternoon □ Evenings □ Holidays □ Rotating □

Have you ever previously applied for a position with the Village of Metamora: Yes□ No□ If Yes, when: mm_____/yy__

Were you ever employed by the Village of Metamora: Yes □ No □ If yes, when: From_____To_____
(Month/Year) (Month/Year)

In which Department/Division?_____Job Title:_____

If relevant to the position, please list any other languages which you can speak or read:_____

SPECIAL TRAINING/EDUCATIONAL HISTORY

Check Highest High School College Post Graduate

Grade Completed: □9 □10 □11 □12 □13 □14 □15 □16 □1 □ 2 □ Masters □ PhD.

School	Name/City/State	Years Complete	Grad. Y/N	Degree/Cert	Major
High School					
College					
Post Graduate					
Other					
Other					
Military Service	Branch:	Length of Service:		Dates:	

Please list only your current and 3 previous employers, starting with your current employer.
If you are not presently employed, start with your most recent employer and list 3 employers.

EMPLOYMENT HISTORY

Firm Name:_____ Phone Number:_____

Address:_____
Street City/State Zip Code

Position Title:_____

Supervisor Name & Title:_____

Employment Dates: From_____To_____

Beginning Salary: $_____Ending Salary: $_____

Are you currently working for this employer? Yes □ No □ If yes, may we contact? Yes □ No □

If no, please specify reason for leaving._____

Describe your job functions and responsibilities:_____

_____

_____

_____

EMPLOYMENT HISTORY

Firm Name:_____ Phone Number:_____

Address:_____
Street City/State Zip Code

Position Title:_____

Supervisor Name & Title:_____

Employment Dates: From_____To_____

Beginning Salary: $_____Ending Salary: $_____

Are you currently working for this employer? Yes □ No □ If yes, may we contact? Yes □ No □

If no, please specify reason for leaving._____

Describe your job functions and responsibilities:_____

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EMPLOYMENT HISTORY

Firm Name:_____ Phone Number:_____

Address:_____
Street City/State Zip Code

Position Title:_____

Supervisor Name & Title:_____

Employment Dates: From_____To_____

Beginning Salary: $_____Ending Salary: $_____

Are you currently working for this employer? Yes □ No □ If yes, may we contact? Yes □ No □

If no, please specify reason for leaving._____

Describe your job functions and responsibilities:_____

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_____

EMPLOYMENT HISTORY

Firm Name:_____ Phone Number:_____

Address:_____
Street City/State Zip Code

Position Title:_____

Supervisor Name & Title:_____

Employment Dates: From_____To_____

Beginning Salary: $_____Ending Salary: $_____

Are you currently working for this employer? Yes □ No □ If yes, may we contact? Yes □ No □

If no, please specify reason for leaving._____

Describe your job functions and responsibilities:_____

_____

_____

_____

Metamora Police Department
100 N. Davenport
Metamora, IL. 61548
(309)367-4115 – Office
(309)367-2172 – Fax
(309)467-2375 – Dispatch

Bradley E. Rebman
Chief Of Police

CONSENT AND RELEASE FOR BACKGROUND INVESTIGATION

Acknowledgment of Consent

I, _____ (print name), acknowledge that I am seeking employment in a safety-sensitive field and that establishing my employment eligibility requires a thorough investigation into my background and character. Furthermore, I acknowledge and agree that as a condition of being considered for employment with the Village of Metamora, or for maintaining my continued employment with the employer, it is required that I consent to a complete and thorough investigation of my background to determine whether I am a suitable candidate for the position of Patrol Officer with the requesting law enforcement agency (hereinafter "employer").

Mandatory Background Investigation

I authorize the employer and/or their designated contractor to conduct a background investigation of me, which shall include, but shall not be limited to,

(1) a review of my complete employment history.
(2) a review of my complete criminal history.
(3) a review of driving records.
(4) a background check with the Department of Children and Family Services.
(5) interviews with my personal references.
(6) a review of all internal investigation files from any previous employers.
(7) a verification of academic credentials and licenses.
(8) a review of my military service history, if any.
(9) a review of the Illinois Law Enforcement Training Standards Board's records and officer misconduct database.

Credit Check

I hereby consent to the employer obtaining and reviewing any credit and consumer reports, as permitted under the federal Fair Credit Reporting Act and local or state credit privacy laws, if applicable. I understand that the Fair Credit Reporting Act, 15 U.S.C. 1681, et seq., authorizes me to request a copy of any consumer credit report from the consumer reporting agency that compiled the report.

Consent to Release of Information
I hereby consent to the release of all employment records from my current and former employers, including, but not limited to:

(1) job applications;
(2) personnel files;
(3) internal investigations;
(4) separation agreements;
(5) pre-employment evaluations;
(6) tests;
(7) questionnaires;
(8) fitness-for-duty examinations; and
(9) any other information obtained about me by the entity to whom this Consent is presented.

Consent to Required Interviews and Evaluations
I further agree to participate in a personal interview, testing process, polygraph examination, post-offer psychological evaluation and medical evaluation, or any combination of those examinations or tests, as determined by the employer.

Confidentiality
All information obtained by the employer under this background investigation shall be confidential and safeguarded against disclosure to all unauthorized persons as required by law. However, nothing prevents the employer from using the information obtained to evaluate my suitability for employment.

I specifically consent to the disclosure of information that may be covered by a settlement agreement or other confidentiality provision entered with my former employers, and I waive any rights to enforce any prior confidentiality agreement against my former employer about this disclosure.

Waiver of Privacy
I waive any right or claim to privacy in such information and consent to the disclosure of information that may be exempt from disclosure by law. I waive any right I may have to be notified by any individuals and organizations named in my application for employment before the release of any information to the employer, including the release of information concerning any disciplinary action taken against me by former employers.

Indemnification
In exchange for this release of all of my personnel information, I, agree to release, discharge, and hold harmless any person, firm, or entity and their employees and agents that disclose information in response to receipt of this consent, from any liability for all claims, liabilities, causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to the disclosure of any personal information as described above. I further release and hold harmless the employer and the employer's respective personnel, employees, and agents from any liability resulting from or in

connection with, the results of this background investigation concerning my fitness for employment or continued employment at the employer or the decision to hire me, not to hire me, or retain me in my position.

Signature
I agree to sign this document and certify that I have read, understand, and agree to the terms and conditions set forth in this document and that this is a complete waiver under Section 10 of Employment Record Disclosure Act.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Social Security Number: _____

Telephone: _____ Cell phone: _____

Email Address _____

Signature of Applicant: _____ Date: _____