

# Application for Employment

Please Print

Village of Minier  
110 W. Central, Box 350  
Minier, IL 61759-0350  
309-392-2442

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_ Applicant ID # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State ZIP Code

Telephone # ( ) \_\_\_\_\_ Cellular/Other Phone # ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

**Referral Source** (Please check the appropriate category and list the source.)

- ☐ Walk-in \_\_\_\_\_  
☐ Employee \_\_\_\_\_  
☐ Advertisement \_\_\_\_\_  
☐ Company's Website \_\_\_\_\_  
☐ Other Internet \_\_\_\_\_

- ☐ School \_\_\_\_\_  
☐ Job Fair \_\_\_\_\_  
☐ Staffing Agency \_\_\_\_\_  
☐ Government  
Employment Agency \_\_\_\_\_  
☐ Other \_\_\_\_\_

If necessary, best time to call you is \_\_\_\_\_ : \_\_\_\_\_ AM  
☐ Home ☐ Cellular/Other

May we contact you at work? \_\_\_\_\_ ☐ Yes ☐ No

If yes, work number and best time to call:

( ) : \_\_\_\_\_ AM  
 PM

If you are under 18 and it is required,  
can you furnish a work permit? \_\_\_\_\_ ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Have you submitted an application here before? ..... ☐ Yes ☐ No

If yes, give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here before? ..... ☐ Yes ☐ No

If yes, give dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this application a request for reemployment  
following an extended military leave of absence  
from this company? ..... ☐ Yes ☐ No

Are you legally eligible for employment  
in this country? ..... ☐ Yes ☐ No

Date available for work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_ Per \_\_\_\_\_

Employment desired: ☐ Full-Time ☐ Part-Time

☐ Educational Co-Op ☐ Seasonal ☐ Temporary

Will you relocate if job requires it? ..... ☐ Yes ☐ No

Will you travel if job requires it? ..... ☐ Yes ☐ No

If they have been explained to you, are you able to meet the  
attendance requirements of the position? ... ☐ N/A ☐ Yes ☐ No

Will you work overtime if required? ..... ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Are you able to perform the "essential functions" of the job for which  
you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the  
job's "essential functions" to respond

Driver's license number required if driving may be required in the  
job for which you are applying:

State \_\_\_\_\_

Have you ever been bonded? ..... ☐ Yes ☐ No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. NOTE: You are not obligated to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest.

Have you ever pleaded "guilty" or "no contest" to  
or been convicted of a felony? ..... ☐ Yes ☐ No

If yes, please provide date(s) and details: \_\_\_\_\_

Have you entered into an agreement with any former employer or  
other party (such as a noncompetition agreement) that might, in any  
way, restrict your ability to work for our company? ..... ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # ( )	Dates employed: Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
Why did you leave?	E-mail:	<b>Compensation (Final)</b>
		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Summarize the type of work performed and job responsibilities.		Commission/Bonus/Other Compensation \$

What did you like most about your position?

What were the things you liked least about the position?

Employer	Telephone # ( )	Dates employed: Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$
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Summarize the type of work performed and job responsibilities.		Commission/Bonus/Other Compensation \$

What did you like most about your position?

What were the things you liked least about the position?



## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

☐ Word Processing \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Internet \_\_\_\_\_ Years: \_\_\_\_\_  
☐ Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_  
☐ Presentation \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_  
☐ E-mail \_\_\_\_\_ Years: \_\_\_\_\_ ☐ Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors.  
If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			( )		
			( )		
			( )		

## Social Security Number

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

☐ Yes ☐ No ☐ Not Applicable

If yes, please explain: \_\_\_\_\_

Is there any other job-related information you want us to know about you? \_\_\_\_\_

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**ATTORNEY  
APPROVED**





# Minier Police Department

Daryl L. Weseloh, Chief of Police

Dispatch: 1-800-322-0166

PO Box 350

Minier, IL 61759

## Authorization for Release of Personal Information

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Minier Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints, or grievances filed by or against me and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part; upon this release authorization will be considered in determining my suitability for employment by the Village of Minier. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Village of Minier from any and all liability which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the content of this "Authorization for Release of Personal Information."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Village of Minier  
Job Posting

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Title: Chief of Police  
Department: Police  
Wage Classification: Executive Exempt  
Salary Range: \$60,000-75,000  
Reports To: Village President & Board  
Last Revised:

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The Chief of Police shall be appointed by the President, with the advice and consent of the Village Board of Trustees. Except as provided herein, appointment shall be for an unlimited term, until the Chief shall resign or be discharged for cause by the President.

**I. Duties:**

**A. Executive Duties**

- Functions as the executive in charge of the Police Department, exercising executive authority, management and supervision over all officers and other employees within the Department, and managing the day-to-day operation of the Department.
- Performs a variety of complex administrative, managerial and professional work in planning, coordinating, and directing the activities of the Department, including, but not limited to, keeping, or directing the retention of all records required by federal, state, or local law or ordinance, or at the direction of the Village Board.
- Provides effective leadership, insuring that all functions within the Police Department are focused within an environment conducive to recognizing the creative attributes of all officers and civilians, and maintaining the successful working relationships with subordinates, superiors, public officials, other units of government, other law enforcement agencies and departments, and the general public,
- Ensures that the department maintains an effective and positive policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
- Manages and leads police department staff, directly or through subordinate supervisors.
- Develops and implements policies and procedures for the Department in order to implement directives for the President and Village Board of Trustees, including but not limited to, policies and procedures for hours of duty, vacation, uniforms, appearance and the conduct of Department personnel.



- Ensures compliance with changing requirements in federal, state, and local laws, and accreditation requirements.
- Coordinates all purchases of Department equipment.
- Prepares annual Department budget.
- Plans, coordinates, manages and evaluates training of Department personnel.

## **B. Operational Duties**

- Plans, coordinates, manages and evaluates police department operations.
- Functions as custodian of lost, abandoned, or stolen property which comes into the possession of the Village.
- Creates and delivers all reports concerning the Department and its activities as required by federal, state, or local law or ordinance, or at the direction of the Village Board.
- Participates in routine patrol and other patrol officer functions, takes call time and responds to emergency situations as needed, including the ability to respond to emergency situations within time limits as may be established by the Village. May be called upon to perform any tasks, functions, or duties of any other officer of the Department, and is required to be and remain fully authorized and competent to perform such tasks, functions, or duties.
- Plans, coordinates, manages and evaluates scheduling, including but not limited to, work shifts, days off, vacations, training days, special details, court appearances and covert investigations.
- Conducts interviews and investigations of potential new hires, and provides advice regarding personnel to the President and Village Board.
- Attends Village Board meetings as required by Board.

## **II. Job Requirements:**

- A person of sound health, physically and mentally able to perform assigned duties as provided in this Job Description and Village policies.
- Twenty one years of age or older.
- Pass a medical examination, drug screen test, and background investigation.
- Possess a valid high school diploma or GED certificate.
- Possess a valid Illinois drivers' license.
- Completed Basic Law Enforcement and Mandatory Firearms Training with certification by the Illinois Law Enforcement Training and Standards Board, or equivalent training.
- Prior police experience.
- Has not been convicted of a felony, or a misdemeanor crime involving dishonesty, or one involving mistreatment or victimization of a minor or the elderly.
- Residence within 10 miles of the Village of Minier no later than 12 months after permanent appointment, unless otherwise approved by the Board.

Preference will be giving to candidates with a college degree in a law enforcement related area, prior police supervisory level experience (i.e., sergeant or above), and completion of advanced law enforcement training in the course of degree work, or through specialized law enforcement training schools.

### III. Physical Demands:

- Chief must maintain level of physical fitness consistent with the officer's physical strength and agility test (Peace Officer Wellness Evaluation Report test).
- While performing duties in this position the employee is frequently required to sit, talk, hear, stand, walk, run, use hands and fingers to operate objects, controls or tools. The employee is occasionally required to reach with arms and hands, climb, balance, stoop, kneel, crouch, crawl, taste or smell.
- The employee must be physically able to safely carry and operate firearms, including hand guns, shotguns, rifles, and other long guns.
- The employee may occasionally be required to physically subdue combative subjects, individually or in combination with other law enforcement officers, and must maintain a sufficient level of physical ability to accomplish such tasks.
- The employee may occasionally lift or move objects weighing more than 100 pounds, individually or in combination with other law enforcement officers, and must maintain a sufficient level of physical ability to accomplish such tasks.
- Vision abilities include: close vision, distance vision, color vision, peripheral vision, depth vision and ability to adjust focus.
- The employee's work is both inside and outside, including potential exposure to weather, hot, cold, wet, or humid conditions, fumes, particulate matter, toxic or caustic chemicals, and high or precarious locations.
- Reasonable accommodations will be made to enable otherwise qualified individuals to meet the required physical requirements.

The initial appointment will be for a six (6) month probationary period, after which a regular appointment will be made if the probationary job performance is acceptable to the Village.

Applications may be picked up at the Minier Village Hall located at 110 W. Central Ave. Questions should be directed to Chief Daryl Weseloh at 309.392.2442, ex. 6.