



CITY OF

McHenry *Illinois*
HEART OF THE FOX RIVER

Police Department

Supplemental Application

Police Officer



City of McHenry Police Department

Supplemental Application

INSTRUCTIONS TO THE APPLICANT

The contents of this supplemental application will be considered confidential and will be used only for investigating employment suitability with the City of McHenry or another law enforcement agency in possession of a notarized permission waiver signed by you. There is one exception to the confidentiality of your background investigation. Should it be discovered that you are currently involved in criminal activity, or have committed an undiscovered felony, the law enforcement agency having jurisdiction WILL BE NOTIFIED. Any questions you have regarding the completion of this application may be addressed by contacting the Background Investigation Unit at 815-363-2200.

Use the checklist below to ensure you submit all necessary application materials and documentation. **Required documents and completed supplemental application must be uploaded to the online application at time of submission.** Failure to submit these documents with your online application may disqualify you from consideration for employment. Some of these documents may not be applicable to you.

Check the box provided for items you will be submitting.

- _____ 1. Completed supplemental application.
- _____ 2. Copy of high school diploma or GED certificate. (Original sealed transcript must be provided at time of background check)
- _____ 3. Transcripts from all colleges or universities attended. (Original sealed transcript must be provided at time of background check)
- _____ 4. Military discharge papers. (**MUST** include discharge status — Long form)
- _____ 5. Certified copy of your birth certificate.
- _____ 6. Copy of Social Security Card.
- _____ 7. Citizenship or naturalization papers.
- _____ 8. Peace Officer Standards & Training certificate of graduation from a police academy.
- _____ 9. Copies of other certificates, awards, or commendations you would like considered.
- _____ 10. Full face photo taken within the last three months. (This is not required, but it is of assistance in identifying you during interviews conducted during the background investigation.)

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BACKGROUND INVESTIGATION – PERSONAL HISTORY

The information you provide in this Personal History Statement will be used to assist in determining your suitability for employment with the City of McHenry. An extensive background investigation will be conducted into your personal history prior to any hiring. Your background will be submitted to The City of McHenry's Police Commission. If the Police Commission submits a favorable recommendation, you will be given a conditional offer of employment. This initial offer is conditional upon your successful completion of a physical agility test (given in the academy), a polygraph examination, a medical examination, a drug screening test, and other tests required by this agency. Based on the results of this final testing and further review by the Hiring Review Board, you may then be offered a position.

Keep in mind that:

1. Completion of the questionnaire and other parts of this application are mandatory.
2. All statements are subject to verification.
3. Deliberate inaccuracies or incomplete statements will bar or remove you from any consideration for employment.
4. All time periods in your background, unless otherwise specified, must be accounted for.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances surrounding its occurrences, and consideration will be given to the degree of relevance it has to employment with a law enforcement agency. For example, having been fired from a job or having an arrest record may not, in and of itself, disqualify you from consideration for employment. During the investigation, the investigator will inquire into the facts surrounding each occurrence and an evaluation will then be made about the relevance of these facts to the requirements of the position for which you have applied. All entries for this application must be made by you. Do not have another person complete any part of this application. If a response does not apply to you, enter N/A in the text area.

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PERSONAL INFORMATION

The following information is required of you for verification and contact purposes:

1. Your Full Legal Name

Last	First	Middle
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List other names you have used or by which you have been known. Include maiden names, married, or adopted names, or nicknames.

2. List the physical address of the residence where you live:

Number	Street	City	State	Zip Code
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3. List your mailing address if different than your physical address:

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4. List telephone number(s) at which you can be contacted and the hours when you will be available at these numbers. Identify if the number is cell, home, work, or any others.

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5. Date of Birth (month, date, year): _____

6. Social Security Number: _____
This information will be used for identification purposes to ensure that proper records are obtained.

7. Driver's License Number: _____ State Issued: _____

8. Do you possess a FOID card? NO: YES:

If yes, FOID Number: _____

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PERSONAL INFORMATION CONTINUED

9. Has your driver's license ever been suspended, revoked, or have you ever been issued a monitoring device, driving permit, and/or restrictive driving permit?

NO: YES:

If "YES", please explain:

10. Have you ever been convicted of or pled guilty to a felony or misdemeanor which has not been expunged, pardoned, or sealed in any jurisdiction, including juvenile records of adjudication or arrest?

NO: YES:

If "YES", please explain:

11. Please list any other crimes you have committed, REGARDLESS of whether stopped, arrested, and/or convicted, to include what, where, how, and why.

12. Have you ever smoked, used, sold, distributed, or ingested any illegal drugs or controlled substances for which you did not have a valid prescription? (NOTE: MARIJUANA (CANNABIS) CONTAINING MORE THAN 0.3% THC REMAINS ILLEGAL UNDER FEDERAL LAW)

NO: YES:

If "YES", please explain:

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ADDITIONAL INFORMATION

Why do you want to work for the City of McHenry Police Department?

How do you think this job will benefit you?

List organizations, clubs, professional societies, or other associations of which you are, or have been, a member of which you feel could enhance your position as a Police Officer with the City of McHenry (please include the name of the group, the city and state, and your present status or position in the group).

What are your personal hobbies? (What do you like to do during the times that you are not at work?) Please include any special skills or qualifications that might be useful in the position for which you've applied.