

# City of Delavan

## Full Time Police Officer Job Description

The Delavan Police Department is currently accepting applications for the position of Full-Time Police Officer. In order to apply, you must turn in a completed application to the police department which will remain open until position is filled. Applications can be found on our website:

[Delavanil.org/police\\_officer](http://Delavanil.org/police_officer)

Applications can also be picked up at the City of Delavan City Hall during normal business hours. Lateral transfers are encouraged to apply. Lateral entry pertains to Illinois certified peace officers with at least 2 years of full-time service. Laterals will be given consideration on starting pay based on experience.

Please return all applications along with resume, copy of driver's license, and certifications either in person at Delavan City Hall 219 S Locust St. or via email to [mevans@delavanil.org](mailto:mevans@delavanil.org)

Successful candidates will then be invited for interviews.

### Qualifications:

- U.S. Citizen
- At least 21 years of age at time of hire
- Valid IL driver's license (at hire date) and satisfactory driving record
- Good Mental and Physical condition
- Pass a thorough background investigation, polygraph, and including a possible credit check
- Pass a pre-employment physical, drug screen, and possible psychological evaluation
- Eyesight correctable to 20/20
- Valid FOID card
- No felony conviction(s) or misdemeanor convictions for crimes of moral turpitude or domestic violence
- High School diploma
- Successful Candidate must maintain a permanent residency within 20 miles of the City of Delavan
- Shifts may vary, Ideal candidates will be available most days, nights, weekends, and holidays

**Job Type:** Full-time

Pay: \$50,140-\$58,860 (Based on Experience)

### Benefits:

- Employee assistance program
- Uniform Allowance (\$650/yr)
- Paid time off (Sick, Vacation, Personal)
- Union eligible after probation
- IMRF Pension
- Health insurance (incl. Dental, Vision)

When submitting application please provide resume, copy of driver's license, and any certifications applicable to the position.

# Application for Employment

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

Please Print

Position applied for \_\_\_\_\_ Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Home Phone ( ) \_\_\_\_\_ Cellular/Other # ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

Shift preferred  1  2  3  Any Expected pay \_\_\_\_\_

Would you accept full-time work?  Yes  No Would you accept part-time work?  Yes  No

On what date would you be available for work? \_\_\_\_\_

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

How were you referred to our Company? \_\_\_\_\_

Have you submitted an application here before?  Yes  No If yes, please give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here?  Yes  No If yes, please give dates: \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from our Company?  Yes  No  
If yes, additional information may be requested.

If you are under 18 years old, can you provide a work permit if required?  Yes  No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.)  Yes  No

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

Will you travel if required?  Yes  No Will you work overtime if required?  Yes  No

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

Have you ever been bonded?  Yes  No

Please provide your driver’s license number, if driving is required for this job. \_\_\_\_\_ State \_\_\_\_\_

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: \_\_\_\_\_

NOTE: 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.

Have you ever pleaded “guilty” or “no contest” to, or been convicted of, a crime?  Yes  No

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

# Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_ Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_

Work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you liked least about the position? \_\_\_\_\_

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Employer \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_ Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_

Work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you liked least about the position? \_\_\_\_\_

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Employer \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed: from (mm/yy) \_\_\_\_/\_\_\_\_ to (mm/yy) \_\_\_\_/\_\_\_\_ Hourly rate/salary: starting \_\_\_\_/\_\_\_\_ final \_\_\_\_/\_\_\_\_

Work performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you liked least about the position? \_\_\_\_\_

## Employment Experience (continued)

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

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Have you ever been fired or asked to resign from a job?  Yes  No

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

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## Education Background

**High School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**College:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Vocational Training/Other:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Continuing Education:** \_\_\_\_\_

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## Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

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## Social Security Number

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ The Company will make reasonable efforts to safeguard the privacy of this information and will use it only for employment purposes.

## 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	Years Known

## Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

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, résumé 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 nondefamatory 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 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.

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 as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_