

INSTRUCTIONS

Read every question carefully. If a question does not pertain to you, type, "N.A." within the appropriate space. Use the fillable form with the application. Handwritten applications will not be accepted.

At the end of the application, you will be asked to certify that all answers and information are true and complete, so be accurate. All Applicants who fail to answer truthfully and completely shall be subject to disqualification or dismissal from the testing process.

You are required to attach a photocopy of a valid photo I.D. as well as a copy of your social security card to this application in order to facilitate the background check process. This is necessary to move you from the preliminary pool eligibility list as a candidate for inclusion in the final pool eligibility list. Also, the Acknowledgement-Consent Background and Credit History, Authority to Release Information, and the Waiver/Release of Liability by Applicant for Public Employment must be signed, dated, and notarized. This information will also be used in having the background check conducted for inclusion in the final pool eligibility list as a possible candidate for hire.

Use blue ink when signing and dating these documents. Any application that's submitted without these items, and is not completed with blue ink shall be deemed as an incomplete application and shall not be accepted. Once you have returned the completed application, it will be put in a file.

Bring a valid photo I.D. to the orientation, physical agility, and written testing process, if applicable.

Completed applications must be submitted in person to the Village of Winnebago Police Department between the hours of 8:30 a.m. and 4:00 p.m. Monday through Thursday. Completed applications and all documentation shall be submitted to the police department by

Application Deadline:

The police department is located at the following address:

Winnebago Village Hall
Attn: Sgt. Nicholas Haff; haff@bagopolice.com
108 West Main Street
Winnebago, Illinois 61088
815-335-2020

APPLICATION PROCESS

Any prospective Applicant shall obtain an application from the Village of

Winnebago website, www.villageofwinnebago.com, an application packet which will include, but not necessarily be limited to, an application, waivers of liability, benefit information, examination information, etc. The application, Authority to Release Information form, Acknowledgment/Consent Background and Credit History form, and Waiver/Release of Liability by Applicant for Public Employment form all must be completed in their entirety, duly executed, and submitted to the Village of Winnebago, in person by Applicant at least 7 working days before the orientation, physical agility, and written testing date.

B. Resumés shall be accepted only if accompanied with the completed application. Attach the following: A certified copy of your Birth Certificate (If you were born outside of the United States, a certified copy of your Certificate of Naturalization is also required), a copy of your valid Driver's License, High School Diploma or GED Certificate, Social Security Card, DD214 (if you have been in the military), College Diploma (if applicable), FOID Card (if applicable), and Basic Law Enforcement Certificate(if applicable).

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EMPLOYMENT

The employment policy of the Winnebago Police Department shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status, or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for this department are maintained by the Winnebago Personnel Department.

POLICY

To provide a fair and equitable process in identifying those Applicants qualified for the position of sworn police officer. The examination of applicants shall be public, competitive, and open to all citizens of the United States, with specified limitations to residency, age, health, habits, and moral character. **(65 ILCS 5/10-2.1-6)**.

ELIGIBILITY

Each Applicant for the appointment as a sworn police officer (recruit officer) shall meet the following prerequisites prior to undergoing further examination:

- (a) Be a citizen of the United State of America; a certified copy of Applicant's Birth Certificate and a copy of the Applicant's Social Security card are required (If Applicant was born outside the United States, a certified copy of Applicant's Certificate of Naturalization is also required).
- (b) Have attained at least his/her twenty-first (21st) birthday, unless state or federal law mandates a lesser age.
- (c) Be a graduate of or have a certificate of equivalency from an accredited high school; a copy of the diploma or certificate is required. Also, if Applicant possesses a Basic Law Enforcement Certificate and/or college diploma, a copy must be produced.
- (d) Possess a valid driver's license upon which the Applicant may legally operate a motor vehicle in the State of Illinois; a copy of the valid driver's license is required. In addition:
 1. The ability to control a motor vehicle at high speeds
 2. The ability to operate a motor vehicle in all types of weather conditions
 3. The following will be disqualifying:
 - (a) Receipt of three or more moving violations (or any single violation of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
 - (b) Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.
 - (c) A conviction for driving under the influence of alcohol and/or drugs within three years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.

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- (e) If Applicant possess a current, valid Firearms Owners Identification Card (FOID), a copy of same must be produced.
- (f) Not have been convicted of a felony nor any other crime which would prevent the Applicant from attending a certified academy for basic police training under the Illinois Police Training Act (50 ILCS 705/1, 50 ILCS 705/6, 50 ILCS 705/6.1 and/or 65 ILCS 5/10-2.1-6) or which would prevent the Applicant from possessing a firearm.
- (g) Not have been classified as a conscientious objector by the local selective service system or have been discharged by reason of conscientious objection by the military. A copy of the Applicant's discharge from military service (DD214), or military draft status, if applicable, shall be provided.
- (h) Be a person of good character and not have been convicted of a felony or a crime involving moral turpitude by:
 - 1. Refusing to yield to the temptation of bribes, gratuities, payoffs, etc.
 - 2. Refusing to tolerate unethical or illegal conduct on the part of other law enforcement personnel
 - 3. Show strong moral character and integrity in dealing with the public
 - 4. Being honest in dealing with the public
 - 5. The following shall be disqualifying:
 - (a) Any material misstatement of fact or significant admission during the application or background process shall be disqualifying, including, but not limited to, inconsistent statements made during the initial background interview (Personal History Statement or Supplemental Questionnaire) or polygraph examination or discrepancies between background investigation and other investigations conducted by other law enforcement agencies
 - (b) Any forgery, alteration, or intentional omission of material facts on an official employment application document or sustained episodes of academic cheating
 - 6. The following may be considered in disqualifying an applicant:
 - (a) Convictions or arrest for certain misdemeanors may be considered a factor in determining the applicant's habits or moral character (65 ILCS 5/10-2.1-6(c))

CREDIBILITY AS A WITNESS IN A COURT OF LAW

The ability to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or their opposites) or due to prior felony conviction.

- (a) The following shall be disqualifying:
 - 1. A conviction for any felony or any other crime involving moral turpitude (65 ILCS 5/10-2.1-6(j))
 - 2. Misdemeanor convictions outlined in (65 ILCS 5/10-2.1-6(c))
 - 3. Convictions of two of more misdemeanor offenses under Illinois law as an adult
 - 4. Conviction of any offense classified as a misdemeanor under Illinois law while employed as a peace officer (including military police officers)
 - 5. Admission(s) of having committed any act amounting to a felony (including felony-misdemeanor offenses) under Illinois law, as an adult, within five years

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- prior to application or while employed as a peace officer (including military police officers)
6. Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft
 7. Admission(s) of any act of domestic violence as defined by law, committed as an adult
 8. Admission(s) of any criminal act, whether misdemeanor or felony, committed against children, including, but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, or indecent exposure, except acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts

DEPENDABILITY

- (a) Having a record of submitting reports and documents on time and not malingering on calls, etc
- (b) A record of being motivated to perform well
- (c) A record of dependability and follow through on assignments
- (d) A history of taking the extra effort required for complete accuracy in all details of work
- (e) A willingness to work the hours needed to complete a job
- (f) The following shall be disqualifying:
 1. Missing any scheduled appointment during the process without prior permission
 2. Having been disciplined by any employer (including military) as an adult for abuse of leave, gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations
 3. Having been involuntarily dismissed (for any reason other than layoff) from two or more employers as an adult
 4. Having held more than seven paid positions with different employers within the past four years, or more than 15 paid positions with different employers in the past 10 years (excluding military), but students who attend school away from their permanent legal residence may be excused from this requirement
 5. Having undergone personal bankruptcy more than once, having current financial obligations for which legal judgments have not been satisfied, currently having wages garnished, or any other history of financial instability
 6. Resigning from any paid position without notice shall be disqualifying, except where the presence of a hostile work environment is alleged
 7. Having an outstanding warrant of arrest at time of application

PERSONAL SENSITIVITY

- (a) The ability to resolve problems in a way that shows sensitivity for the feelings of others
- (b) Empathy
- (c) Discretion, not enforcing the law blindly
- (d) Effectiveness in dealing with people without arousing antagonism
- (e) The ability to understand the motives of people and how they will react and interact
- (f) The following will be disqualifying:

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1. Having been disciplined by any employer (including military and/or any law enforcement training facility) for acts constituting racial, ethnic, or sexual harassment or discrimination
2. Uttering any epithet derogatory of another person's race, religion, gender, national origin, or sexual orientation
3. Having been disciplined by any employer as an adult for fighting in the workplace

ILLEGAL USE OR POSSESSION OF DRUGS

The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants, with no exceptions:

- (a) Any adult use or possession of a drug classified as a hallucinogenic within seven years prior to applications for employment
- (b) Any adult use or possession of marijuana within one year prior to application for employment
- (c) Any other illegal adult use or possession of a drug not mentioned above (including cocaine) within 3 years prior to application for employment
- (d) Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college-accredited courses related to the criminal justice field
- (e) Any adult manufacture or cultivation of a drug or illegal substance
- (f) Failure to divulge to the Department any information about personal or illegal use or possession of drugs
- (g) Any drug test of the Applicant, during the course of the hiring process, where illegal drugs are detected

The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:

- (a) Any illegal use or possession of drug as a juvenile
- (b) Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above (e.g. marijuana use longer than one year ago; cocaine use longer than 3 years ago)
- (c) Any illegal or unauthorized use of prescription medications

PURPOSE OF EXAMINATIONS

- (a) The subject matter of all examinations shall fairly test the ability of the Applicant to discharge the duties of the position to which appointment is sought. No examination shall contain questions regarding the Applicant's political or religious opinions or affiliations or penalize an Applicant because of the Applicant's race, color, national origin, ancestry, or gender. All components of the selection process, to include cutoff scores, shall be documented as having validity, utility and a minimum adverse impact.
- (b) To identify those Applicants who meet the Department's qualifications for the position of sworn police officer, and to appropriately select from a pool eligibility list of Applicants the best individuals suited for the position
- (c) To promote and maintain a high level of standard for law enforcement officers

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APPLICANT SELECTIONS AUTHORITY AND RESPONSIBILITY

The authority and responsibility for the administration of the selection process for entry-level sworn police officers shall be vested in the Chief of Police and/or his or her designee.

As part of the selection process, the Chief of Police and/or designee shall be responsible for:

- (a) Developing and maintaining an effective working relationship with the Police Committee.
- (b) Coordinating the acceptance of applications and reviewing of all applications
- (c) Coordinating the administration of each step of the testing process
- (d) Coordinating the security of selection materials, which shall be stored in a secure area when not being used
- (e) Reviewing the selection process as needed to:
 1. Evaluate its effectiveness in selecting the best qualified Applicant in a fair and equitable manner
 2. Provide special consideration in minimizing "Adverse Impact," meaning a substantially different rate of selection that works to the disadvantage of members of a race, sex, or ethnic group; an unfavorable effect
- (f) Measuring and documenting the extent of any substantially different rate of selection that works to the disadvantage of members of a race, sex, or ethnic group.
 1. Make recommendations to the Police Committee for eliminating specific procedures if adverse impact is indicated

APPLICATION AND EXAMINATION PROCESS

The order of the examination process as determined and governed by the Police Committee is as follows:

- (a) An application and release of liability waiver(s) fully completed in their entirety and duly executed shall be submitted to the Village of Winnebago in person by the Applicant. Resumes shall be accepted only if accompanied with the completed application and required documents.
- (b) The Applicant shall attach a copy (unless otherwise indicated) of the following documents to his or her completed application, if applicable.
 1. A certified copy of Birth Certificate (If Applicant was born outside the United States, a certified copy of his/her Certificate of Naturalization is also required.)
 2. High School Diploma or General Education Diploma (GED) Certificate
 3. All Post-Secondary Educational Transcripts and Certificates (official copies only, sealed & unopened from school)
 4. Copy of Trade School Transcripts & Certificates
 5. Certified copy of Military DD214
 6. Copy of valid Driver's License
 7. Copy of Social Security card
 8. Copy of all Name Change Documents
 9. All Peace Officer Training Certificates
 10. Firearms Owner's Identification Card (F.O.I.D.)

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11. Letters of Recommendation (optional)
- (c) Each Applicant shall submit to a physical fitness test, (see lateral transfer section if applicable) to be conducted by such person(s) as the Police Committee directs. The physical fitness test shall consist of the Peace Officer Wellness Report ("POWER") test as established by the Illinois Training and Standards Board. Applicant must successfully complete all four areas within the POWER test. Qualification: pass/fail.
 - (d) Each Applicant shall take a written examination, (see lateral transfer section if applicable) which will include a measure of basic skills including, but not limited to, Math, Reading Comprehension, Grammar, and Report Writing. Study guides for the written examination may be distributed to applicants. Qualification: A minimum of 70 percent per section is needed to pass in order to be included on the preliminary pool eligibility list, provided the Applicant has also passed the physical fitness test. For those applicants who later qualify for the final pool eligibility list, the written examination shall count for 40 percent of the Applicant's final score.
 - (e) In determining those to be included on the preliminary eligibility list there shall be a military and/or educational preference, but the preference points awarded under this section are not cumulative, and no Applicant shall receive more than a total of 5 preference points. Meeting one or more of the military or educational eligibility requirements shall result in an award of 5 preference points. Eligibility for military and/or educational preference points shall be based on the following criteria:
 - 1. Military
 - (a) Persons who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are now, or may hereafter be, on inactive or reserve duty in such military or naval service
 - 2. Educational
 - (a) Persons who have successfully obtained an associates degree from an accredited college
 - (b) Persons who have successfully obtained a bachelor's degree from an accredited college or university
 - (c) Persons who have successfully obtained or received a certificate attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided by the Illinois Police Training Act, and who are currently serving as a law enforcement officer on a part-time or full-time basis within the State of Illinois
 - (f) All results from all Applicants shall be shared with the Police Committee for the purpose of establishing a preliminary pool eligibility list. The Police Committee will establish a preliminary pool eligibility list of Applicants based on successful completion of the physical fitness test, and a per section score on the written exam of at least 70 percent. Applicants who qualify for inclusion on the preliminary pool eligibility list shall be so placed alphabetically on the list, along with the respective Applicant's final score written next to his/her name. The Police Chief shall notify Applicants in writing that they are placed on the preliminary pool eligibility list, but that each will first be subject to a complete in-depth background investigation, credit check, and verification of qualifying credentials before determination of eligibility for inclusion on the final pool eligibility list, and entitlement to an oral examination of the Applicant by the Police Committee Chairperson (or designee) and the Police

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Chief, which oral examination would then count for 60 percent of the final score of an Applicant on the final pool.

- (g) A complete, in-depth background investigation, credit check, and verification of qualifying credentials shall be conducted for each Applicant included on the preliminary pool eligibility list. Photographs and fingerprinting shall be a component of this background investigation.
 - 1. The following executed releases must be provided by the Applicant in conducting the background investigation:
 - (a) Acknowledgment/Consent Background and Credit History
 - (b) Authority to Release Information
 - (c) Waiver/Release of Liability by Applicant for Public Employment
 - 2. Background investigators shall prepare an individual report on each such candidate. The report shall be forwarded to the Chief of Police and shared with the Police Committee.
 - (a) Individual reports shall, at minimum, contain:
 - 1. Verification of qualifying credentials;
 - 2. A review of each candidate's criminal record, if any; and
 - 3. Verification of personal reference.
 - 3. The results of this background investigation are advisory to the Police Committee. The Committee reserves the right to remove an Applicant who has not met the preliminary pool eligibility requirements if based on the results of the in-depth background investigation, the Applicant's character or employment history is unsatisfactory, or if the Applicant otherwise does not appear to be well qualified to discharge the duties of the position. The Chief of Police shall notify any such Applicant, in writing, who is removed from the testing process within thirty (30) calendar days of the decision of such removal based on factors recited in this paragraph. Qualification: pass/fail.
- (h) Each Applicant who has qualified for inclusion on the preliminary pool eligibility list, and whose character and employment history have been deemed satisfactory, and who appears to be well qualified to discharge the duties of the position based on the results of the in-depth background investigation, credit check, and verification of qualifying credentials shall be administered an oral examination by the Police Committee Chairperson (or designee) and the Police Chief. The Chairperson and the Police Chief shall complete a rating summary. This examination shall count for 60 percent toward the Applicant's final score. During and upon completion of each Applicant's oral examination, the Police Committee Chairperson and the Police Chief shall individually grade the performance of the Applicant using a designated form to reveal such Applicant's aptitude and ability. The rating summary form may be changed or adapted as needed from time to time. Qualification: the Applicant's final grade on his/her oral examination shall be the average of both ratings. The results of the oral examination shall be provided to all members of the Police Committee.
- (i) The Police Committee will establish a final pool eligibility list of the Applicant's based on final scores of at least 75 percent. This final score shall be computed by calculating the score on the written examination, including any military and/or educational preference, weighted at 40 percent of the total score, combined with the score on the oral examination weighted at 60 percent of the total score. Applicants who qualify for inclusion on the final pool eligibility list shall be so placed alphabetically on the list,

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along with the respective Applicant's final score written next to his/her name. The Police Chief shall notify Applicants, in writing, that they are placed on the final pool eligibility list. Those Applicants who fail to make the final pool eligibility list shall be notified by the Police Chief by mail within thirty (30) calendar days of the compilation of such list. The Police Committee shall strike off the names of candidates for original appointment after such names have been on the list for more than two years.

- (j) A personality assessment shall be completed for each Applicant that the Police Committee intends on recommending to the Village Board for hire, conditioned upon successful completion of a personality assessment and comprehensive physical medical examination. The personality assessment shall be conducted by a licensed psychologist or psychiatrist designated by the Police Committee. The personality assessment shall be at no cost to the Applicant. Any candidate who receives a below standard rating on the personality profile shall be deemed to have failed the examination and shall be removed from further consideration. Qualification: pass/fail
- (k) The final recommendation of the Applicant(s) to be hired by the Village Board shall be the responsibility of the Police Committee, with input from the Chief of Police. Selection considerations include various personal preferences, such as skills training, education, and other needs of the department as long as those preferences do not discriminate against individuals on the basis of race, color, sex, religion, national origin, age physical disability, or veteran status.
- (l) Upon acceptance of an offer of employment, conditioned upon successful completion of a comprehensive physical examination, such physical medical examination shall be administered by a licensed medical practitioner to determine fitness to perform the duties of a police officer. The Department shall be responsible for the selection and/or designation of the medical facility and for scheduling the examination, The comprehensive physical examination will include, but necessarily be limited to, drug, AIDS, audio, and vision testing. The State of Illinois requires a physical examination for entry into the Police Academy and the medical examination shall be of no cost to the Applicant. An Applicant must have vision in each eye correctable to 20/20 vision. Qualification: pass/fail.
- (m) Recruit officers shall be sworn in by the Village Clerk at a time arranged by the Chief of Police.
- (n) Unless already certified through an accredited police academy, and a waiver is granted by the Illinois Training and Standards Board, a new police officer (recruit officer) shall attend basic training at an accredited academy. The officer must pass the required physical examination during the first day of the selected academy, maintain a passing average at the academy, and pass the comprehensive examination given the last week of school. Failure to pass any of the aforementioned may result in immediate termination of employment from the Department.

All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner.

Additional personnel may be used to assist in administering certain examinations procedures, and assisting personnel shall receive appropriate training prior to assisting in any phase of the examination process.

LATERAL TRANSFERS

The Police Committee recognizes the need to expand the pool of eligibility for original appointment to include trained individuals who have successfully completed the police academy and have served as sworn police officers in other police departments. As an

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alternative method of original appointment, the police committee may request that the Chief of Police bring forward candidates from the list of lateral appointment candidates. The list of eligible candidates for lateral appointment shall be separate from the list for police officer candidates.

The Police Committee may consider and recommend for appointment to the police department an individual who is certified by the State of Illinois as a police officer and has a minimum of two (2) years experience out of the last five (5) employed as a full-time police officer in another jurisdiction. The Police Committee may also consider and recommend for appointment to the police department an individual who is certified in another state and whose training and experience would qualify him/her to become certified in the state upon written request to the Illinois Training and Standards Board. Officers who meet the above criteria shall have the physical agility examination and written examination waived. Said officers shall be subject to all other requirements pursuant to the rules and regulations of the Police Committee in effect at their application and thereafter, as amended.

MINIMUM REQUIREMENTS

Applicants for lateral appointments must meet the following requirements in addition to the minimum qualifications and requirements of the entry-level police officer as provided for in the eligibility section.

- (a) Be a citizen of the United States of America
- (b) Have two (2) years previous related experience in good standing within the five-year period immediately preceding the close of the application deadline. Related police officer experience includes:
 - 1. Cumulative related service must include a minimum of two (2) years of uniformed patrol duty as a commissioned law enforcement officer and validated evidence of successful completion of related training certified by the appropriate state, federal, or local regulatory or oversight agency and must be able to obtain an Illinois State certification
 - 2. Military police, detention/correction officer, reserve officer, and federal law enforcement personnel will not be considered as previous related experience
- (c) Have documented satisfactory performance ratings on at least two (2) annual performance evaluations for each year of employment during the last five (5) year period prior to the application deadline
- (d) Be able to perform minimum essential job functions of the position
- (e) Have the ability to speak, hear, and understand ordinary speech, and meet all minimum physical, mental, and medical standards
- (f) Have a valid driver's license
- (g) Meet such other requirements established by the police committee
- (h) Be required to fully disclose all personnel matters to include agreements and sealed files
- (i) Submit three (3) letters of recommendation
- (j) Agree to comply with all requirements of the position

Each Applicant shall furnish upon request, a copy of the following: birth certificate, high school diploma or General Education diploma (GED), transcripts and diplomas of higher learning, training certificates, naval or military service board and discharge papers, a resume, documents confirming work experience, and employee evaluations.

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EXAMINATIONS AND BACKGROUND INVESTIGATIONS

Physical Ability Test

- (a) All candidates for lateral appointment may be required to submit themselves to a power test. The power test may be administered either to one candidate at a time or to groups of candidates. The power test shall be graded on a pass/fail basis. Failure of the Applicant to take or pass the power test shall result in the removal of the candidate from further consideration.

Psychological Examination

- (a) Candidates for lateral appointment, upon notification and at the discretion of the Police Committee, shall submit themselves for a "psychological examination" to be given by a qualified and recognized examiner selected by the Police Committee. These tests are given solely to determine a candidate's suitability for employment and are graded on a pass/fail basis. The successful candidate's report becomes a part of the personnel file. Failure of the candidate to appear for, or pass, the psychological examination shall result in the removal of the candidate from further consideration.

Character and Background Investigation

- (a) At the request of the Police Committee, made at any time during the application process, the police department shall conduct a character and background investigation of the candidates for lateral appointment, the results of which will be forwarded to the Police Committee for evaluation. The Police Committee, in its discretion, may also interview a candidate personally at any time during the application process.

APPLICATION AND EXAMINATION PROCESS

Any candidate to be considered for lateral transfer appointment shall meet the same requirements as set forth as listed and enumerated in application and examination process.

PROBATIONARY STATUS / FIELD TRAINING

- (a) A probationary sworn recruit officer shall serve a probationary period of twelve (12) months.
- (b) Upon the recommendation of the Chief of Police, the Police Committee shall determine whether or not to extend a probationary sworn recruit officer's probation. There shall be no exceptions to the probationary period, except as determined by the Police Committee.
- (c) A probationary sworn recruit officer shall be evaluated regularly on his or her performance using valid, useful, and non-discriminatory procedures.

Acknowledgement/Consent
Background and Credit History

As part of the application process for employment as a police officer, administrative assistant, or other employment with the Village of Winnebago Police Department of Winnebago, Illinois, the undersigned Applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the Applicant's neighbors, friends, or others with whom the Applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicant's character, general reputation, personal characteristics, and mode of living. The Applicant has the right, within a reasonable period of time, to make a request in writing to receive additional detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a consumer reporting agency to obtain information related to the applicant's credit history. The name of the consumer reporting agency used as part of this background investigation is Trans Union and the consumer reporting agency may be contacted by placing a telephone call to the following number, 1-800-888-4213.

Furthermore, the applicant acknowledges that he/she consents and authorizes the Village of Winnebago, its employees, agents, and/or assigns, to conduct a background investigation and to request a report of his or her credit history. The Applicant also acknowledges that said Applicant has been advised of his or her rights, as follows:

Applicant has the right under federal law, on request and the presentation of proper identification, to obtain from the above-named consumer reporting agency the following disclosures:

- (1) The nature and substance of all information in its files (except medical information) on the Applicant at the time of the request.
- (2) The source of the information.

- (3) The creditors to whom the consumer-reporting agency has furnished reports regarding the applicant within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If another person accompanies you, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal law provides three methods by which you may obtain these disclosures from the consumer reporting agency: (1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification. (2) You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification. (3) If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge.

The undersigned agrees and consents to the release of such information to the Village Chief of Police, Village Police Committee, and the Village of Winnebago Board of Trustees on behalf of the Village of Winnebago, as the Applicant's prospective employers.

Printed Name of Applicant

Signature of Applicant

Signed and Sealed at Winnebago, Illinois, on the ____ day of _____, 20____.

Notary Public Seal

Notary Public Signature

Authority to Release Information

Having made application for an advertised position with the Village of Winnebago Police Department in Winnebago, Illinois, and desiring that aid entity through its authorized personnel be informed of my previous records and character, I hereby authorize an investigation into all of my records which may be of interest to said entity. This authorization includes, but is not limited to, medical, (including, but not limited to, psychological and/or psychiatric records) school, employment, military, and credit records, whether privileged or not, and specifically also authorizes the individuals who authored such records to discuss the content of the records with the authorized personnel of the Village of Winnebago. This authorization to furnish information is executed in consideration of the Village of Winnebago Police Department giving my application consideration and shall serve as a release of all liability to all parties furnishing such information.

I hereby release any person or persons providing or receiving such information from any and all liability for damages of whatever kind resulting to me, my heirs, executors, administrators, representatives and/or assigns.

Printed Name of Applicant

Signature of Applicant

Date of Birth

Address

Social Security Number

City, State, Zip

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____.

Notary Public Seal

Notary Public Signature

Waiver/Release of Liability by
Applicant for Public Employment

Agreement made this ____ day of _____, 20____, between _____, an Applicant for employment as a(n) _____ with the _____ Department of the Village of Winnebago, Illinois, (the "Applicant") and the Village of Winnebago, Illinois; its Village Board, employees, agents, representatives, successors, and assigns including, but not limited to, any testing agency employed by the Village or its Board (hereinafter collectively referred to as the "Village").

WHEREAS, Applicant has applied to the Village for employment as _____; and

WHEREAS, the Village is required to subject the Applicant to a competitive testing process; and

WHEREAS, the Applicant has agreed, to the extent deemed reasonably necessary by the Village for the position for which applicant has applied, to submit to a variety of examinations including a written examination, physical ability/agility, oral interviews, medical examination, personality assessment, and such other examinations, and to undergo a thorough background investigation; and

WHEREAS, the Village has agreed to administer said exams and conduct such background investigations as needed and as provided by the rules and regulations of the Village's Board, without expense to the Applicant; and

WHEREAS, both parties hereto, agree that the assessment and examination process is conducted for the sole purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment by the Village of the fees associated with the conduct of assessments and/or examinations to be taken by the Applicant, hereby agrees to waive any claim(s) the Applicant may now have or may have in the future against the Village, its board, employees, representatives, attorneys, engineers, successors, and assigns including, but not limited to, any claim as to personal injury, dissatisfaction with results, and/or damages arising from Applicant's submission to and/or participation in any assessment and/or examination or background investigation conducted by or on behalf of the Village as part of its pre-employment screening process for the position of _____. The applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the Village may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant also specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, & 40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the content of this Waiver Release of Liability form with legal counsel of Applicant's own choosing.

Witness our hands and seals the day and year above written.

Village of Winnebago, Illinois

Applicant's Signature

By: _____
Chief of Police

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____.

Notary Public Seal

Notary Public Signature

Waiver/Release of Liability by
Applicant for Public Employment

Agreement made this ____ day of _____, 20____, between _____, an Applicant for employment as a(n) _____ with the _____ Department of the Village of Winnebago, Illinois, (the "Applicant") and the Village of Winnebago, Illinois; its Village Board, employees, agents, representatives, successors, and assigns including, but not limited to, any testing agency employed by the Village or its Board (hereinafter collectively referred to as the "Village").

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Witness our hands and seals the day and year above written.

Village of Winnebago, Illinois

Applicant's Signature

By: _____
Chief of Police

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____.

Notary Public Seal

Notary Public Signature

Personal History Statement

Relatives; References; Acquaintances

1. If living, name of your:	Address where person can be contacted. (Include City, State and Zip Code)	Telephone at which person can be contacted.
Brother(s) and Sister(s)	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
Step-mother	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
Step-father	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
Step-brother(s) and Step-sister(s)	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
2. Other relatives with whom you have a close personal relationship (including children).		
	Relationship	
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
3. Below, please list those individuals with whom you have resided during the past 10 years (list no information prior to your 15 th birthday). Exclude family members.		
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other

Personal History Statement

Relatives; References; Acquaintances Continued

4. In the space below, please list as references 3-5 individuals who have knowledge of you and your qualifications. Exclude relatives and friends.

Name/Association	Address where person can be contacted (Include City, State, and Zip code)	Telephone at which person can be contacted
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other

5. Please list 3-5 individuals who are social acquaintances (i.e. persons whom you have seen frequently during the past year) and have knowledge of you and your qualifications. Exclude former employers.

	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other

Education

6. The Village of Winnebago Police Committee requires police officers to possess a high school diploma or its equivalent. Please indicate your response with regard to this requirement by checking one of the appropriate boxes.

- I possess a high school diploma.
- I passed the G.E.D. (General Education Development) test.
- I passed the Illinois High School Proficiency Examination.
- I possess the equivalent. Explain: _____
- I do not currently have a high school diploma or its equivalent, but I plan to satisfy this requirement in the future as follows:

When: _____

How: _____

Personal History Statement

Education Continued

7. Please indicate below all the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with these contacts.

Name of School	Location (City and State)	Date Attended		School References (teachers, counselors, etc.)
		From:	To:	

8. Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges and universities, graduate schools, business and vocational schools—any formal education beyond high school level.)

Yes No

If "yes," please explain (include school, date, and circumstances):

Residence

Individuals who have become acquainted with you by reason of your residing in different locations are often helpful in providing useful information for the background investigation.

9. Please list all residences during the past 10 years (list no information prior to your 15th birthday). Begin with your current address.

Address of Residence	City, State & Zip Code	Dates		If rented, give name & address of the person responsible for collection of rent.
		From: Mo. Yr.	To: Mo. Yr.	

Personal History Statement

Experience and Employment

10. Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purpose of this personal history statement, voluntary work should be included as employment.) For verification purposes, please indicate the nature of the activity, i.e., full-time, part-time, or voluntary. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the space provided.

Date of employment	Name and address of employer	Name of supervisor
From: To: Mo. Yr. Mo. Yr. ___/___ ___/___ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary	Telephone No. Title or duties (for identification purposes)	Name(s) of co-worker(s)
Reason for leaving:		
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		
From: Mo. Yr. To: Mo. Yr. / /		
Date of employment	Name and address of employer	Name of supervisor
From: To: Mo. Yr. Mo. Yr. ___/___ ___/___ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary	Telephone No. Title or duties (for identification purposes)	Name(s) of co-worker(s)
Reason for leaving:		
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		
From: Mo. Yr. To: Mo. Yr. / /		
Date of employment	Name and address of employer	Name of supervisor
From: To: Mo. Yr. Mo. Yr. ___/___ ___/___ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary	Telephone No. Title or duties (for identification purposes)	Name(s) of co-worker(s)
Reason for leaving:		
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		
From: Mo. Yr. To: Mo. Yr. / /		
Date of employment	Name and address of employer	Name of supervisor
From: To: Mo. Yr. Mo. Yr. ___/___ ___/___ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary	Telephone No. Title or duties (for identification purposes)	Name(s) of co-worker(s)
Reason for leaving:		
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		
From: Mo. Yr. To: Mo. Yr. / /		

Personal History Statement

Experience and Employment

10. (Continued)					
Date of employment		Name and address of employer		Name of supervisor	
From: To: Mo. Yr. Mo. Yr. ____/____ ____/____		Telephone No. Title or duties (for identification purposes)		Name(s) of co-worker(s)	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary					
Reason for leaving:					
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		From:	Mo. Yr. /	To:	Mo. Yr. /
Date of employment		Name and address of employer		Name of supervisor	
From: To: Mo. Yr. Mo. Yr. ____/____ ____/____		Telephone No. Title or duties (for identification purposes)		Name(s) of co-worker(s)	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary					
Reason for leaving:					
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		From:	Mo. Yr. /	To:	Mo. Yr. /
Date of employment		Name and address of employer		Name of supervisor	
From: To: Mo. Yr. Mo. Yr. ____/____ ____/____		Telephone No. Title or duties (for identification purposes)		Name(s) of co-worker(s)	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary					
Reason for leaving:					
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		From:	Mo. Yr. /	To:	Mo. Yr. /
Date of employment		Name and address of employer		Name of supervisor	
From: To: Mo. Yr. Mo. Yr. ____/____ ____/____		Telephone No. Title or duties (for identification purposes)		Name(s) of co-worker(s)	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary					
Reason for leaving:					
<input type="checkbox"/> Military service <input type="checkbox"/> Not employed		From:	Mo. Yr. /	To:	Mo. Yr. /

Personal History Statement

Experience and Employment Continued

11. Would any problem result if your present employer was contacted during the course of the background investigation?
 Yes No
 If "yes," when should such contact be made? _____

12. Would any problem result if any or your prior employers were contacted during the course of the background investigation?
 Yes No
 Are you willing to sign an appropriate authorization? Yes No

13. Have you ever been fired or asked to resign from any place of employment? Yes No
 If "yes," was it under a written confidentiality agreement? Yes No

14. Have you ever been a successful or unsuccessful candidate for another position requiring police officer powers?
 Yes No
 If "yes," please give details (include when, name of agency, and circumstances).

Military Service

15. Have you ever served in the armed forces, National Guard, or military reserves? Yes No
 If "yes," please supply the following information:

Branch of Service:	Service Number:	Dates of Service: / to /	Type of Discharge:
--------------------	-----------------	-----------------------------	--------------------

16. Please list current and past draft classifications in chronological order beginning with the most recent.

17. Are you *currently* participating in any military reserve or National Guard Program? Yes No

18. Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard, or military reserves? Yes No
 If "yes," please give details (include branch of service; when, where, and circumstances).

19. Have you ever been classified as a conscientious objector by a local selective service draft board? Yes No
 If "yes," When?

Explain:

Personal History Statement

Military Service

Continued

20. Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. Please list those individuals who know you well enough to provide accurate information about you.

Name:	Contact Address:	Contact Telephone	Years Known	
			From:	To:

Legal

21. If you have ever been convicted of any crimes, (excluding traffic citations) please give the following information.

Approximate Date	Police Agency	Circumstances

22. Have you ever been placed on court probation as an adult? Yes No
 If "yes," please give details (include when, where, and why).

23. Are you now or have you ever been involved as a plaintiff or defendant in any civil action? Yes No
 If "yes," please give details (include when, where, name and location of court, and the circumstances).

Personal History Statement

Motor Vehicle Operation

Operation of a motor vehicle is an integral part of the position of patrol officer. An investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following information:

24. Driver's license number and state:			Expiration date
Name under which license was granted:			
25. Please list other states where you have been licensed to operate a motor vehicle.			
State	State	State	State
Name under which license was granted.	Name under which license was granted.	Name under which license was granted.	Name under which license was granted.
26. Have you ever been refused a driver's license by any state? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," please explain (include when, where, why)			
27. Illinois law requires that operators and owners of motor vehicles be covered by liability insurance. Therefore, please list the current liability insurance you have with your motor vehicles.			
Company	Address	Policy Number	Date of Expiration

Personal History Statement

Motor Vehicle Operation Continued

28. Please list all traffic citations (excluding parking citations) you have received within the past 7 years.

Nature of Violation	Location (State, County and City)	Approximate Date	Indicate whether fines or action taken on driver's license.

29. Have you ever been involved as a driver in a motor vehicle accident within the past 7 years? Yes No
 If "yes," please give details for each accident.

Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Agency	
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Agency	
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Agency	
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Agency	
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Agency	

30. If there is anything you wish to discuss about your driving record, please use the space below.

31. Has your license ever been suspended, revoked, or placed on negligent operator's probation? Yes No
 If "yes," please give details (include what, when, where, and why.)

Personal History Statement

General Information

32. Have you ever been refused vehicle insurance for any reason other than failure to pay a premium? Yes No
If "yes," please explain (include company name and address, date, and reason).

I hereby certify that all statements made in this personal history statement are true and complete, and I understand that any misstatement of material fact shall subject me to disqualification or dismissal.

Signature in full / Telephone Number

Date completed