



## Part Time Police Officer (possible Full-time) Sleepy Hollow Police Department

The Village of Sleepy Hollow Illinois is currently accepting applications from qualified individuals for the position of part-time Police Officer (and possibly full-time). The applicant will perform duties to include but not limited to:

### Duties:

- Enforcing traffic, criminal laws and local ordinances
- Provide emergency response as needed
- Write reports
- Handle traffic crashes
- Attend court as needed
- Handle any and all other duties assigned
- Work a minimum of four shifts and provide availability for eight non-consecutive shifts, each month on all shifts including weekends and holidays. We will try to work with you on hours if you have a full-time 40 hour a week job.

### Minimum qualifications include:

- 21 years of age
- U.S. Citizen
- High school graduate (or equivalent)
- Valid drivers license and satisfactory driving record
- Valid FOID card
- Good moral character
- Good mental and physical condition
- No felony or domestic violence convictions
- Willingness to work all shifts (with an emphasis for night shifts)
- Willingness to work weekends and some holidays (mandatory to work Fourth of July)
- **MUST BE** a graduate of one of either the full-time or part-time sworn officer Illinois training programs and be State of Illinois certified, or have the appropriate training and certification from another state that is compatible with Illinois training requirements.
- Currently employed in law enforcement or separated/retired in good standing from a law enforcement agency

### All qualified applications will be required to:

- Pass an oral interview,
- Pass a thorough background investigation, including possible credit check,

- Complete a Reimbursement Agreement for costs incurred by the Village of Sleepy Hollow for the applicant, should the applicant voluntarily leave the police department within the eighteen months of employment.
- Pass a pre-employment physical, drug screening, and possibly a psychological evaluation after acceptance of appointment

Providing an application does not automatically guarantee you will be hired and we reserve the right to hire based on our hiring policies/procedures and the successful completion of our detailed pre-employment background investigation and approval by our Chief of Police, and the Village of Sleepy Hollow Village Board.

We have an on-going process of taking applications.

**If you are not currently certified and/or a sworn police officer, please do not submit an application.**

The initial Pre-Application may be obtained by downloading the attached file or visiting the:

Sleepy Hollow Police Department,  
One Thorobred Ln.  
Sleepy Hollow, Il 60118  
Monday – Friday 7 AM- 3:30 PM

Pre-Applications may be returned via U.S. postal mail or in person at the above address.

This web page's advertisement may be changed at a later date without notice at the direction and discretion of the Sleepy Hollow Police Department.



# SLEEPY HOLLOW POLICE DEPARTMENT

## PRE-EMPLOYMENT APPLICATION

THIS PRE-APPLICATION FOR EMPLOYMENT WITH THE VILLAGE OF SLEEPY HOLLOW IS THE FIRST STEP OF THE HIRING PROCESS. THE APPLICATION IS NOT THE SOLE CRITERIA FOR HIRING; THIS VILLAGE UTILIZES VARIOUS PROCEDURES TO VERIFY THE ACCURACY OF THE INFORMATION YOU HAVE PROVIDED.

IF ANY OF THE INFORMATION CONTAINED IN THIS APPLICATION IS FOUND TO BE INCORRECT OR IF YOU FAIL TO LIST ALL RELEVANT INFORMATION, IT MAY BE GROUNDS FOR NOT HIRING YOU OR FOR TERMINATION AFTER YOU HAVE BEGUN EMPLOYMENT.

### THIS APPLICATION IS TO BE COMPLETED BY THE APPLICANT ONLY

(Do Not Type - Please Print)

**Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, Marital or veteran status, mental or physical condition or Handicap as provided by law.**

Position applied for :  Full-time Police Officer  Part-time Police Officer  Other: \_\_\_\_\_

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source: ( ) Advertisement ( ) Walk-in ( ) Employee ( ) Employment Agency  
( ) Relative ( ) Other \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Other name that you have used which may be necessary to verify background information, previous employment and education:  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Drivers License Number : \_\_\_\_\_ State Issued: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

How Long at Present Address: \_\_\_\_\_

Home Telephone : ( ) \_\_\_\_\_ Business Telephone : ( ) \_\_\_\_\_ Cell Telephone : ( ) \_\_\_\_\_

ILLINOIS STATE CERTIFIED POLICE OFFICER  Yes  No

If yes, State Certificate Number \_\_\_\_\_

List Illinois Law Enforcement agencies that you were employed by while certified. (List most current first and employment years)

1. \_\_\_\_\_ ( ) \_\_\_\_\_ 2. \_\_\_\_\_ ( ) \_\_\_\_\_ 3. \_\_\_\_\_ ( ) \_\_\_\_\_  
Most current Years Years Years

**IMPORTANT**

By signing this application below, I certify that all of my answers in this application are true and correct. I agree to the verification of all of my statements and answers in this application before any hiring decision is made. I authorize investigation of my past employment history as well as any investigation into my criminal history, credit and character.

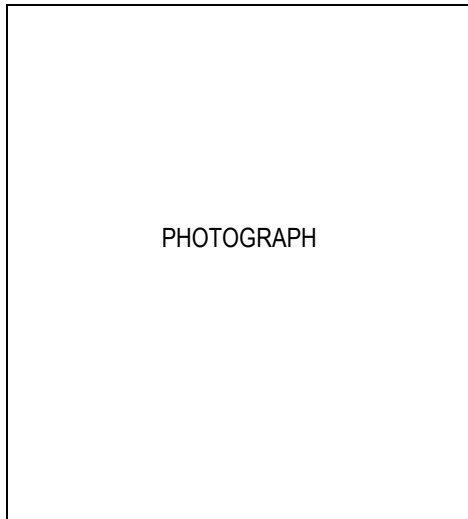
I understand that part of the hiring process may include additional questionnaires, interviews, a background check, physical examination and a drug screening test.

I understand and agree that any false, misleading, or incomplete information give in my application, interview(s) or other pre-employment questionnaires and procedures, regardless of when discovered by the Village, will be sufficient basis for my disqualification for employment, if employed, the termination of my employment with the Village. I agree that the Village shall not be liable in any respect if I am not hired or my employment is terminated as a result of providing such false, misleading, or incomplete information.

I hereby acknowledge that I have read and understand all of the information above, and agree to the terms therein.

\_\_\_\_\_  
Signature

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



ATTACH RECENT HEAD AND SHOULDER PHOTOGRAPH

**Attach copy of Birth Certificate and High School Diploma/GED certificate**

Use this space to provide other information relevant to your pre-application or as a continuation to information provided on the first page.