July, 1, 2026

Dear Police Applicant:

Thank you for expressing interest in part time employment with the Village of Campton Hills Police Department. Enclosed you will find an application packet for the position of part-time Police Officer. ***All part-time applicants MUST be Certified as a Full-time Sworn Police Officer by the State of Illinois***

The first item in the packet is an ***Employment Bulletin***, which explains the duties, responsibilities, and qualifications of a patrol officer in more detail.

Following that information, you will find a Village of Campton Hills ***Employment Application for Police Officers and a Release of Information Form.*** These forms must be completed and received by the Village of Campton Hills. Information on the application forms must be typewritten or clearly printed in ink. All questions must be answered fully if they are applicable to your personal situation. If not, indicate "NA" (Not Applicable) in the appropriate section. Applications that are not complete or are not legible will not be considered. If the space provided is not sufficient for a complete answer or if you wish to furnish additional information, attach sheets of the same size as the application and number your responses on those sheets to correspond with questions on the application form. You may also include a personal resume.

In the section of the application that pertains to work experience, be as complete as possible. Please include summer and part-time employment while you were attending school. If you were unemployed for a period, indicate that by setting forth the dates of unemployment.

It is critical that you sign and date all application materials where indicated. Failure to do so or to leave any of the information blank will result in your application not being considered. Personnel of the Village of Campton Hills may verify all the information you provide.

The Campton Hills Police Department is actively soliciting applications from qualified minority candidates as well as candidates fluent in second languages. The Village of Campton Hills is an Equal Opportunity Employer.

Should you have any questions or if we can be of any assistance to you, please do not hesitate to call the Chief of Police at (630) 524-6262.

**Village of Campton Hills**
**Police Officer (Part-Time)**
**Employment Bulletin**

**An Equal Opportunity Employer**

**Definition of Class**: The position of part time Police Officer is an entry-level position within the Police Department. As a representative of the Village of Campton Hills, the patrol officer is governed by not only legal, but also moral standards of the highest nature. His/her philosophy must be one of dedication to the public, submerging his/her own personal interest for the common good. She/he will work with the community to prevent crime, property loss and injuries. She/he will work to protect, regulate and service the citizens of the community as they go about their daily activities. The police officer must be able to perform these duties without the benefit of immediate supervision. The individual is required to know and apply Department policies, procedures and job methods relating to his/her work assignment. The job, by necessity, requires a degree of discretion and a working knowledge of criminal law, city ordinances, and department policies when dealing with the citizens of the community.

**Major Work Objectives**:

- Routinely patrols the streets and public grounds of the community to:
  - Identify crime hazards.
  - Deter criminal acts.
  - Moderate motorist behavior.
- Enforces criminal laws.
- Enforces traffic laws, issuing citations or warnings to violators.
- Investigates all traffic accidents occurring on these streets and highways within the corporate limits of the city.
- Responds to and investigates citizen complaints and reports.
- Prepares and/or dictates all required reports completely and promptly.
- Testifies in court as a witness.
- Operates equipment such as radar units, mobile data computers and other equipment as required.
- Assists and cooperates with other law enforcement, social, and governmental agencies when requested, and when compatible with Department policy.
- Shall attend recruit and in-service training schools as required to maintain current certification.
- May be required to work in the capacity of a plain-clothes officer, or other special duty assignments.

**Qualifications**:

1. Must be a citizen of the United States or legally able to work in the United States
2. High school diploma or equivalent
3. Must not have been convicted of a felony or certain misdemeanors, defined by statue
4. Possession of a valid driver's license with a good driving history.
5. Be of good character.
6. A certified law enforcement officer in the State of Illinois.
7. Must hold a valid Firearms Owners Identification Card
8. Certification through ILETSB as a Illinois Police Officer in Good Standing

**Essential Knowledge and Abilities**:

1. Thorough knowledge of Department policies, procedures and rules relating to the operation of the Police Department within one year of employment.
2. Working knowledge of federal laws, state statutes, Village ordinances and courtroom procedures.
3. Ability to keep accurate records relating to assigned duties and tasks.
4. Ability to write accurate, clear, concise, and grammatically correct reports.
5. Ability to grasp and use computers and computer related technology.
6. Thorough knowledge of equipment used by police agencies and first-aid techniques.
7. Ability to exhibit self-control when performing police duties.
8. Certified as a full-time police officer by the State of Illinois.

**Training and Experience**:

1. High school graduation or equivalent. It is desired that education is supplemented by advanced education consisting of college education or advanced law enforcement training such as evidence technician, investigations, truck enforcement, accident investigation, etc., is desirable.
2. Bachelor's Degree from an accredited college is desirable.
3. Minimum of 21 years of age.
4. Possession of a valid Illinois drivers' license with a good driving record.
5. Possession of valid documents to verify employment eligibility in the United States.
6. The Campton Hills Police Department is actively soliciting applications from qualified minority candidates as well as candidates fluent in second languages.

**Special Requirements**:

1. Must comply with any special requirements as to age, physical condition, etc.
2. Selected individuals will be required to serve a twelve-month probationary period.

# Village of Campton Hills
# Application for Employment

VILLAGE OF CAMPTON HILLS
ATTN: ChieF oF Police
40W270 LaFox Rd. Suite B
CAMPTON HILLS, ILLINOIS 60175
(630) 524-6262

## APPLICATION FOR EMPLOYMENT AS PART-TIME POLICE OFFICER

This information is for official use only and will not be released to unauthorized persons nor will it be used to discriminate against any applicant.

**NOTICE:** Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications, which are incomplete or illegible, will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

### 1. APPLICANT

| Name in Full (Last, First, Middle) | Date |
|---|---|
| | |

Present e-mail address

Do you prefer communication via e-mail?

List all other names you have used including nickname. Have you ever used any other surname? If so, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place, and court.

| Birth Date (Month, Day, Year) (optional) | Are you at least 21 years of age? | Social Security Number (optional) |
|---|---|---|
| | | |

| Driver's License Number | State |
|---|---|
| | |

### 2. RESIDENCES

| Present Residence Address (Apartment, Street, P. O. Box) | | | Residence Telephone Number ( ) |
|---|---|---|---|
| | | | |
| **City** | **State** | **Zip Code** | **Cell Telephone Number ( )** |
| | | | |

Complete address to which you wish mail sent (include zip code and telephone number if different from above).

List chronologically ALL your past residences during the past seven years. (Include addresses while attending school if away from home and all military addresses including any off-military base).

| Dates | | | | | |
|---|---|---|---|---|---|
| **From** | **To** | **Apt. No.** | **Street Address** | **City** | **State** |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## 3. EDUCATION

| Name of School | Location | Dates From | Dates To | Course Pursued | Degree, Diploma, or Credits Earned |
|---|---|---|---|---|---|
| High Schools | | | | | |
| | | | | | |
| College | | | | | |
| | | | | | |
| Graduate School | | | | | |
| Miscellaneous | | | | | |
| Foreign Languages Spoken Fluently | | | | | |

Were you ever dismissed from a school because of disciplinary action?

❒ No ❒ Yes _____
(School) (Date) (Type of Action)

## 4. SPECIALIZED POLICE TRAINING (JUVENILE, INVESTIGATIONS, EVIDENCE, FILED TRAINING, ETC.)

| Name of Provider | Location | Dates From | Dates To | Course | Type of Training |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Other Training and Certifications:**

_____

_____

_____

_____

_____

_____

_____

## 5. REFERENCES

**GIVE THREE REFERENCES (NOT RELATIVES, OR PRESENT EMPLOYER).**

| Name | No. Yrs. Acquainted | Occupation |
|---|---|---|
| Home Address _____<br>City/State/Zip _____<br>Telephone Number _____ | | Business Address _____<br>City/State/Zip _____<br>Telephone Number _____ |
| Name | No. Yrs. Acquainted | Occupation |
| Home Address _____<br>City/State/Zip _____<br>Telephone Number _____ | | Business Address _____<br>City/State/Zip _____<br>Telephone Number _____ |
| Name | No. Yrs. Acquainted | Occupation |
| Home Address _____<br>City/State/Zip _____<br>Telephone Number _____ | | Business Address _____<br>City/State/Zip _____<br>Telephone Number _____ |

## 6. EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, indicate, setting forth dates of unemployment. If you wish to furnish additional employment information, attach sheets of the same size as this application.

| Name and Address of Employer | Dates | Position and Kind of Work | Reason for Leaving |
|---|---|---|---|
| Name _____<br>Street _____<br>City, State _____ | Dates<br>From To<br>Full-time ❑ Part-time ❑ | | |
| Name _____<br>Street _____<br>City, State _____ | Dates<br>From To<br>Full-time ❑ Part-time ❑ | | |
| Name _____<br>Street _____<br>City, State _____ | Dates<br>From To<br>Full-time ❒ Part-time ❒ | | |
| Name _____<br>Street _____<br>City, State _____ | Dates<br>From To<br>Full-time ❒ Part-time ❒ | | |

## 7. MILITARY RECORD

Have you ever served in the armed forces, National Guard, or military reserves?

❒ No ❒ Yes, highest rank attained. _____

| Branch of Military Service | Serial Number | Dates of Active Duty: From Mo. / Day / Year To Mo. / Day / Year |
|---|---|---|
| | | |
| Type of Discharge | | Basis for Discharge |
| Member of reserve? ❒No ❒ Yes ❒ Ready ❒ Standby | | Service Branch |

Was any type of disciplinary action taken against you in service that remains a part of your permanent record?

❒ No ❒ Yes, of what nature: _____

## 8. COURT RECORD

Have you ever been convicted or have any pending violation including traffic, but not parking?

❑ No ❑ Yes, list all violations below (attach additional sheets of the same size if necessary)

| Date | Place (City, State) | Charge | |
|---|---|---|---|
| Details | | | Final Disposition |
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |

## 9. E-MAIL and WEB USE

Please list all e-mail addresses and/or WEB pages (Facebook, MySpace, etc.) you have utilized for the previous two years:

## 10. DRUG/NARCOTIC USE

Have you ever used or experimented with any non-prescribed controlled substances or illegal drugs? _____ Yes _____ No

| Name of Drug/Narcotic | Date First Used | Date Last Used |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

## 11. PRIOR LAW ENFORCEMENT APPLICATIONS

Have you ever applied for a law enforcement position previously? (Include all on a separate paper if necessary)

| Name of Agency | Date Applied | Accepted Y/N | Reason Denied |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment. I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation.

I hereby certify that all statements made in this application are true and I understand that any misstatements of facts will cause forfeiture on my part of all rights to employment with the Village of Campton Hills. I understand and agree that any offer of employment is contingent on satisfactorily passing a post offer physical, including drug and alcohol screening.

The undersigned is the person named in the foregoing application; I have read and made a complete answer to each question; my answers in each instance are true and correct; contain no misrepresentations, omissions or falsifications, and are complete. I understand that if any of the information contained in any of the foregoing answers contains any misrepresentations or falsifications or if any material information has been omitted, the same shall be deemed and agreed to be sufficient cause for non-selection or dismissal if selection has occurred.

| SIGNATURE OF APPLICANT | DATE |
|---|---|
| | |

## 11. MANDATORY ESSAYS

The essays play an important role in the application process. Your ability to articulate your insights into the probative questions is essential. Therefore, please invest the appropriate time and effort to complete this task. It is recommended that candidates read about Campton Hills before answering the questions. The Village's web site is www.camptonhills.illinois.gov and there have been many newspaper accounts about the Village. Candidates should typically devote at least one page per question. If the space provided is insufficient, additional pages may be attached.

Question #1: Discuss your interest in and qualifications for becoming a police officer with the Village of Campton Hills.

## VILLAGE OF CAMPTON HILLS

### AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern:

I am an applicant with the Village of Campton Hills, Illinois. I realize that during the processing of my application, I will be investigated by representatives of the Village.

I hereby empower an employee of the Village of Campton Hills or any other authorized representative bearing this release to, within two years of its date; obtain information and records pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining employment data)
5. Any previous employer
6. Present employer
7. Any school, college, university or other educational institution
8. Credit rating bureau or institution maintaining individual credit rating files

I hereby release any Municipal, State, or Federal law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I understand that any information concerning my past will be considered in evaluating me as an applicant to the Village of Campton Hills, and that all information obtained in conjunction with this investigation and this permission, is confidential and I have no right to examine it, as the people contacted will be advised that what they say will be held in confidence.

Exceptions to this blanket authorization:

1. _____
2. _____
3. _____

SIGNATURE:_____ DATE: _____
(Sign in presence of Notary Public)

NAME: _____ DATE OF BIRTH*: _____
(Print Legibly) *for background investigation only.

NOTARY:

_____

DATE:_____

MY COMMISSION EXPIRES ON:_____ (Seal)

You may provide a resume, letters of recommendation, or any other similar documents by attaching them to the packet.