



Freeport Police Department

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please complete this application completely and accurately. All statements are subject to verification. If you need more space to complete an answer please use the continuation sheet at the end of this application. Use the term "DNA" (does not apply) if the question does not apply to you.

Full Name: _____ Social Security Number: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Other Phone: _____

Position applied for: _____

On what date would you be available for work? _____

Typing skills: _____ words per minute. (A computer typing test will be administered)

Have you ever been employed by the City of Freeport before? Yes No

Are you legally eligible for employment in the United States? Yes No

EDUCATION: Name and location of school.

High School: _____

Did you graduate? _____ Degree: _____

Business / Trade: _____

Did you graduate? _____ Degree: _____

College/University: _____

Did you graduate? _____ Degree: _____

Graduate/Prof.: _____

Did you graduate? _____ Degree: _____

CONTINUING EDUCATION and/or SPECIAL TRAINING or SKILLS:

List additional information that would be of benefit in the job for which you are applying i.e., computer experience.

PREVIOUS EMPLOYMENT: Begin with the most recent position.

Current or most recent employer: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: from _____ to _____ Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: from _____ to _____ Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: from _____ to _____ Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: from _____ to _____ Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: from _____ to _____ Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____

Address: _____ Telephone: _____

Job Title: _____ Supervisor: _____

Dates Employed: from _____ to _____ Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

CRIMINAL HISTORY: (as an adult)

Have you ever been convicted of a criminal offense? Yes No

If yes, explain: _____

Date: _____ By Whom (Police Agency): _____

A conviction record will not necessarily bar you from employment with this agency.

FOR EMPLOYER'S USE ONLY

| REFERENCE CHECK | | |
|------------------------|------------------|---------|
| Employer | Person Contacted | Results |
| | | |
| | | |
| | | |
| | | |

| TEST RESULTS | | |
|---------------------|-------|-----------|
| Test Administered | Score | Pass/Fail |
| | | |
| | | |
| | | |
| | | |

| INTERVIEW RESULTS |
|-------------------------------|
| Interviewer Name and Comments |
| |
| |
| |



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of the title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Freeport will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Freeport does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City of Freeport will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Freeport's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City of Freeport will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcome in the City of Freeport offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Freeport, should contact Human Resources Manager Debra Milliman, 230 W. Stephenson Street, Freeport, Illinois 61032 or call (815) 235-2065 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Freeport to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Freeport is not accessible to persons with disabilities should be directed to Debra Milliman, 230 W. Stephenson St, Freeport, Illinois 61032 or call (815) 235-2065.

The City of Freeport will not place a surcharge on a particular individual with a disability or any group of individual with disability to cover the cost of providing auxiliary aids/service or reasonable modifications or policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



**CITY OF FREEPORT
GRIEVANCE PROCEDURE UNDER
THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Freeport. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Debra Milliman
ADA Coordinator/Human Resources Manager
230 W. Stephenson St.
Freeport, IL 61032

Within 15 calendar days after receipt of the complaint, Debra Milliman or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Debra Milliman or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Freeport and offer options for substantive resolution of the complaint.

If the response by Debra Milliman or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the ADA Commission or its designee.

Within 15 calendar days after receipt of the appeal, the ADA Commission or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ADA Commission or its designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Debra Milliman or her designee, appeals to the ADA Commission or its designee, and responses from these two offices will be retained by the City of Freeport for at least three years.