



**CARBONDALE OF CARBONDALE  
ENTRY-LEVEL POLICE OFFICER APPLICATION**

200 South Illinois Ave.  
Carbondale, IL 62901  
(618) 549-5302

**PLEASE READ CAREFULLY**

Thank you for your interest in becoming a City of Carbondale Police Officer! The purpose of this application is to assist the City of Carbondale in selecting the best qualified persons available to serve the community as Police Officers in the Police Department. It also serves as an aid to the Police Chief to avoid employing anyone who does not have the specific qualities that are a necessity in fulfilling the rigorous responsibility of the public safety profession in the Police Department.

***You may complete and submit this application through the City of Carbondale's website.***

**If you choose to complete this PDF application please return it and the following documents to the City Clerk's office located in Carbondale City Hall, 200 South Illinois Avenue, Carbondale, IL 62901**

1. Completed Entry-Level Police Officer Application
2. A copy of your military discharge form DD-214, if applicable
3. **CERTIFIED COPY** of transcripts from the colleges and/or universities which you attended
4. A copy of your birth certificate
5. Photograph. Any clear color photograph will suffice. **A copy of a driver's license or an ID card IS NOT ACCEPTABLE.**

**If you have any questions, comments, or concerns please contact the  
City Clerk's office at (618) 457-3281.**



**The City of Carbondale is an Equal Opportunity Employer**



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- Print legibly in black ink or type.
• Answer each question completely and accurately. Each question must be answered. If the question is inapplicable, write "N/A" in the appropriate space. If there is insufficient space on the form to provide an answer or explanation, use the continuation section or add additional sheets. Before each explanation, write the reference number of the item.
• You must be complete and truthful in all your answers. All answers that you give in this questionnaire are subject to verification. Any failure to report completely or any untruthful answer may subject you to rejection as a candidate. All information will be considered strictly confidential and will not be disclosed to any unauthorized person.

\*\*\*\*\*

1. Name: \_\_\_\_\_
(Last) (First) (Middle)
\_\_\_\_\_  
(SSN) (Phone)

2. Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip) (County)

3. Email Address: \_\_\_\_\_  
Please provide a valid email address. Most correspondence will be sent by email.  
Notify the City Clerk's office if any of your contact information changes.

4. List any other names, nicknames, or aliases you have used or been known by. Include prior married name(s) and maiden name and any legal name changes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are you at least 20 years of age, but NOT OVER 35 years of age? \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Date of Birth: \_\_\_\_\_ 7. Place of Birth: \_\_\_\_\_

8. Sex: \_\_\_\_\_ 9. Age: \_\_\_\_\_ 10. Height: \_\_\_\_\_ 11. Weight: \_\_\_\_\_

12. Eye Color: \_\_\_\_\_ 13. Hair Color: \_\_\_\_\_

14. List scars, birthmarks, blemishes, tattoos, deformities, etc.:  
\_\_\_\_\_  
\_\_\_\_\_



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15. Driver's License No. / Expiration Date: \_\_\_\_\_

16. Passport No.: \_\_\_\_\_

17. Have you ever been employed by the City of Carbondale? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please list position and dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Do you have relatives employed by the City of Carbondale? \_\_\_\_\_ YES \_\_\_\_\_ NO

*(There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)*

If yes, please list employee name and department:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. List Father, Mother, Brothers, and Sisters

| FULL NAME (Give Maiden/Married Names, if applicable) | RELATIONSHIP | DATE OF BIRTH |
|--|--------------|---------------|
|  |              |               |
|  |              |               |
|  |              |               |
|  |              |               |
|  |              |               |
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|  |              |               |



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20. Marriages: Give the following information regarding status:

\_\_\_\_\_ Married      \_\_\_\_\_ Single      \_\_\_\_\_ Separated      \_\_\_\_\_ Divorced      \_\_\_\_\_ Widowed

| DATE MARRIED | WHERE MARRIED | NAME OF SPOUSE<br>(Maiden Name If Wife) | IF DISSOLVED, WHERE | DATE DISSOLVED |
|--------------|---------------|---|---------------------|----------------|
|              |               |   |                     |                |
|              |               |   |                     |                |
|              |               |   |                     |                |

21. Military Service: Have you ever served in any military organization of the U.S.?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      If Yes, which branch: \_\_\_\_\_

22. Did you receive an Honorable Discharge? \_\_\_\_\_ YES      \_\_\_\_\_ NO

If no, specify type & explain: \_\_\_\_\_

23. Have you ever been discharged or asked to resign for absenteeism, tardiness, insubordination or dishonesty? \_\_\_\_\_ YES      \_\_\_\_\_ NO      If Yes, explain: \_\_\_\_\_

24. Were you ever court marshalled, tried on charges, or were you the subject of a Summary Court Captains Mast, or Company Punishment or any other disciplinary action while in the Armed Forces?

\_\_\_\_\_ YES      \_\_\_\_\_ NO      If Yes, explain: \_\_\_\_\_

25. Have you ever been accepted or rejected for a Civil Service position? \_\_\_\_\_ YES      \_\_\_\_\_ NO

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



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26. Financial: List any Outstanding Debts:

| NAME & ADDRESS OF CREDITOR | IN ARREARS | ORIGINAL AMOUNT | AMOUNT NOW OWED |
|----------------------------|------------|-----------------|-----------------|
|                            | Yes No     | \$              | \$              |
|                            | Yes No     | \$              | \$              |
|                            | Yes No     | \$              | \$              |
|                            | Yes No     | \$              | \$              |

27. Residences: List your addresses starting with present address.

| FROM (Month/Year) | TO (Month/Year) | STREET NO. & NAME | CITY & STATE |
|-------------------|-----------------|-------------------|--------------|
|                   |                 |                   |              |
|                   |                 |                   |              |
|                   |                 |                   |              |
|                   |                 |                   |              |
|                   |                 |                   |              |

28. Education: Circle the highest grade completed and list school attended.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Other: \_\_\_\_\_

School: \_\_\_\_\_

**Elementary School:**

| NAME OF SCHOOL<br>CITY & STATE | SUBJECTS TAKEN<br>MAJOR & MINOR | FROM<br>MO/YR | TO<br>MO/YR | GRADUATE |    | CREDIT<br>HOURS | DEGREE OR<br>AVG.GRADE |
|--------------------------------|---------------------------------|---------------|-------------|----------|----|-----------------|------------------------|
|                                |                                 |               |             | YES      | NO |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |



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**High School:**

| NAME OF SCHOOL<br>CITY & STATE | SUBJECTS TAKEN<br>MAJOR & MINOR | FROM<br>MO/YR | TO<br>MO/YR | GRADUATE |    | CREDIT<br>HOURS | DEGREE OR<br>AVG.GRADE |
|--------------------------------|---------------------------------|---------------|-------------|----------|----|-----------------|------------------------|
|                                |                                 |               |             | YES      | NO |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |

**Junior College:**

| NAME OF SCHOOL<br>CITY & STATE | SUBJECTS TAKEN<br>MAJOR & MINOR | FROM<br>MO/YR | TO<br>MO/YR | GRADUATE |    | CREDIT<br>HOURS | DEGREE OR<br>AVG.GRADE |
|--------------------------------|---------------------------------|---------------|-------------|----------|----|-----------------|------------------------|
|                                |                                 |               |             | YES      | NO |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |

**College or University:**

| NAME OF SCHOOL<br>CITY & STATE | SUBJECTS TAKEN<br>MAJOR & MINOR | FROM<br>MO/YR | TO<br>MO/YR | GRADUATE |    | CREDIT<br>HOURS | DEGREE OR<br>AVG.GRADE |
|--------------------------------|---------------------------------|---------------|-------------|----------|----|-----------------|------------------------|
|                                |                                 |               |             | YES      | NO |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |
|                                |                                 |               |             |          |    |                 |                        |

GED: Name and Address of organization/agency where obtained: \_\_\_\_\_  
\_\_\_\_\_

If you attended more than one of the above schools, list reason for change: \_\_\_\_\_  
\_\_\_\_\_

29. List any foreign languages that you speak and/or comprehend: \_\_\_\_\_  
\_\_\_\_\_

Check the appropriate skill level

**Speak**

- Fluent
- Good
- Fair

**Comprehend**

- Fluent
- Good
- Fair



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30. References: Fill in below the name of three adults not related to you and not former employers, who have known you for a period, preferably more than five years. All people to whom you refer will be asked to evaluate your character, ability, experience, personality, and other qualities.

|         |                                      |            |
|---------|--------------------------------------|------------|
| 1. Name | Home Address (city, state, zip code) | Home Phone |
| 2. Name | Home Address (city, state, zip code) | Home Phone |
| 3. Name | Home Address (city, state, zip code) | Home Phone |

31. Emergencies: List name(s) of person(s) to be notified in case of emergency.

|              |                                      |                |
|--------------|--------------------------------------|----------------|
| 1. Name      | Home Address (city, state, zip code) | Home Phone     |
| Relationship | Business Address                     | Business Phone |
| 2. Name      | Home Address (city, state, zip code) | Home Phone     |
| Relationship | Business Address                     | Business Phone |

32. Employment: List in proper time sequence all full time, temporary, and part time jobs you have held in the past 10 years. Put your present or most recent job first.

|                                  |                      |                     |     |     |     |
|----------------------------------|----------------------|---------------------|-----|-----|-----|
| 1. Employer's Name (Most Recent) | Phone No.            | Mo.                 | Yr. | Mo. | Yr. |
| Address (city, state, zip code)  | Type of Business     | Your Title/Position |     |     |     |
| Reason For Leaving               | Immediate Supervisor | Explain Your Duties |     |     |     |



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|                                  |                      |                     |     |     |     |
|----------------------------------|----------------------|---------------------|-----|-----|-----|
| 2. Employer's Name (Most Recent) | Phone No.            | Mo.                 | Yr. | Mo. | Yr. |
| Address (city, state, zip code)  | Type of Business     | Your Title/Position |     |     |     |
| Reason For Leaving               | Immediate Supervisor | Explain Your Duties |     |     |     |
| 3. Employer's Name (Most Recent) | Phone No.            | Mo.                 | Yr. | Mo. | Yr. |
| Address (city, state, zip code)  | Type of Business     | Your Title/Position |     |     |     |
| Reason For Leaving               | Immediate Supervisor | Explain Your Duties |     |     |     |
| 4. Employer's Name (Most Recent) | Phone No.            | Mo.                 | Yr. | Mo. | Yr. |
| Address (city, state, zip code)  | Type of Business     | Your Title/Position |     |     |     |
| Reason For Leaving               | Immediate Supervisor | Explain Your Duties |     |     |     |
| 5. Employer's Name (Most Recent) | Phone No.            | Mo.                 | Yr. | Mo. | Yr. |
| Address (city, state, zip code)  | Type of Business     | Your Title/Position |     |     |     |
| Reason For Leaving               | Immediate Supervisor | Explain Your Duties |     |     |     |





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33. May we contact your present employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

34. Have you ever previously submitted an application to any other Police Department?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

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|                      |                          |      |
|----------------------|--------------------------|------|
| Position applied for | Name & address of agency | Date |
|----------------------|--------------------------|------|

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|                      |                          |      |
|----------------------|--------------------------|------|
| Position applied for | Name & address of agency | Date |
|----------------------|--------------------------|------|

35. Have you ever been a Police Officer or held a similar position? \_\_\_\_\_ YES \_\_\_\_\_ NO

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|               |                          |      |
|---------------|--------------------------|------|
| Position Held | Name & address of agency | Date |
|---------------|--------------------------|------|

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|               |                          |      |
|---------------|--------------------------|------|
| Position Held | Name & address of agency | Date |
|---------------|--------------------------|------|

36. Have you ever been convicted of driving while under the influence of alcohol or drugs, or reckless driving?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Has your Driver's License ever been suspended or revoked? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes on either, explain: \_\_\_\_\_  
\_\_\_\_\_

37. Have you ever been convicted of any ordinance violation, misdemeanor, or felony other than a traffic offense? \_\_\_\_\_ YES \_\_\_\_\_ NO

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



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**NOTICE TO ALL APPLICANTS**

**Residency Requirements:**

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 1-7 must establish residency within the City Residency Boundary within a six (6) month period following the date of hire and remain residents within the Residency Boundary as a condition of continued employment.

The Residency Boundary includes all of Carbondale, Murphysboro, DeSoto and Makanda Townships and portions of Somerset and Pomona Townships in Jackson County, and portions of Grassy, Carterville and Blairsville Townships in Williamson County.

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 8 and 9 must establish residency within Carbondale’s corporate limits within six (6) month period following the date of their hire and remain residents within Carbondale’s corporate limits as a condition of continued employment.

For further information, contact the Human Resource’s Office.

**AGREEMENT, CERTIFICATION, AND AUTHORIZATION**

**(Please read carefully)**

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to the City of Carbondale representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Carbondale. I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability which are written out above, are knowing, intelligent, and voluntary acts.

I authorize schools and other educational and technical institutions which I have attended to release my scholastic ratings or records to the City of Carbondale.

I hereby authorize the Carbondale Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the City of Carbondale. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the City of Carbondale. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the City of Carbondale.

I am willing and understand employment with the City of Carbondale is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the City of Carbondale.

I understand that as a condition of employment and within 3 days of being employed, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

*Please note: No applicant is obligated to disclose any expunged records, adjudication or arrest while they were a juvenile pursuant to Illinois Public Act 100-0285, including any ordinance violations. Furthermore, any information obtained through this application process regarding any expunged juvenile record is confidential and WILL NOT be disclosed in any manner by the City of Carbondale.*

Signature in Full: \_\_\_\_\_

Date: \_\_\_\_\_







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# VOLUNTARY SURVEY

The City of Carbondale prohibits discrimination in employment in regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental handicap unrelated to ability or unfavorable discharge from military service.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this information is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completing of this information is optional. If you choose to volunteer the requested information, please note that all information is kept in an Affirmative Action File and is not a part of your Application for employment or personal file.

Your cooperation is voluntary. Inclusion or exclusion of any date will not affect any employment decision.

|  |        |                  |                 |                        |  |
|--|--------|------------------|-----------------|------------------------|--|
| Job applying for<br><b>POLICE OFFICER</b>  |        |                  | Date            |                        |  |
| Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is VOLUNTARY. |        |                  |                 |                        |  |
| Male   | Female | Nonbinary        | Gender Identity |                        |  |
| Date of Birth  |        | Ethnic Origin    |                 |                        |  |
| CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE   |        |                  |                 |                        |  |
| Vietnam Era Veteran  |        | Disabled Veteran |                 | Handicapped Individual |  |