

# Civilian Employment Application



**DuPage County Sheriff's Office  
501 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-2000**

We appreciate your interest in our organization. Your help in providing us with a clear understanding of your background, education, work experience and skills will better enable us to determine whether you are qualified candidate for the position for which you are applying.

We are an equal opportunity employer and do not lawfully discriminate on the basis of race, color, ancestry, national origin, religion, age, sex, marital status, or physical or mental disabilities unrelated to your ability to perform essential job functions with or without reasonable accommodations.

## Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
           Last                                      First                                      Middle

Address: \_\_\_\_\_  
    Street/Apt. No.                                      City                                      State                                      Zip Code                                      County

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drivers License # \_\_\_\_\_

Chronologically list ALL residences in the past 3 years.

Date From	Date To	Street Address	City	State

## Positions Applied For and Availability

Job Title \_\_\_\_\_ Job Title \_\_\_\_\_

Available start date: \_\_\_\_\_ Desired Starting Salary: \_\_\_\_\_

Preferred Status : Full-time  Part-time  Temporary  Summer

Working schedule you will accept: Days  Evenings  Nights   
 Weekends  Holidays  Rotating

Have you ever applied here before: Yes  No  If Yes, when: \_\_\_\_\_

Were you ever employed by DuPage County: Yes  No  If Yes, when: \_\_\_\_\_

In which Dept/Division \_\_\_\_\_ Job Title \_\_\_\_\_

If relevant to the position, please list any other languages which you can speak or read?  
 \_\_\_\_\_  
 \_\_\_\_\_

## Special Training/Educational History

Circle Highest Grade Completed                      High School                      College                      Post Graduate  
    9 10 11 12                      13 14 15 16                      1 2 MA PhD

School	Name	Yrs attended From	Yrs attended To	Graduate	Degrees/Certs	Majors
High School				Yes/No		
College				Yes/No		
Post Graduate				Yes/No		
Other				Yes/No		
Other				Yes/No		
Military				Yes/No		

## Miscellaneous

Have you ever worked under a different name? Please list:

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Are you a United States citizen? Yes  No

Are you authorized to work in the United States? Yes  No

(Employment is subject to verifications of U.S. citizenship or immigration status in accordance with the Immigration Reform & Control Act.)

Have you ever been convicted of crime? Yes  No

If Yes, list dates, place, court action taken:

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(A prior conviction does not necessarily mean that you cannot be employed. All circumstances will be considered)

## Employment History

On the next page, please list all current and previous employers, starting with your current employer. If you are not presently employed, start with your most recent employer.

If you have more than three (3) employers please include them on a separate sheet of paper.

## Employment History

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip

Position Title: \_\_\_\_\_

Supervisors Name & Title: \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Are you currently working for this employer? \_\_\_\_\_ If yes, may we contact them? \_\_\_\_\_

If no, please specify the reason for leaving: \_\_\_\_\_

## Employment History

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip

Position Title: \_\_\_\_\_

Supervisors Name & Title: \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Are you currently working for this employer? \_\_\_\_\_ If yes, may we contact them? \_\_\_\_\_

If no, please specify the reason for leaving: \_\_\_\_\_

## Employment History

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip

Position Title: \_\_\_\_\_

Supervisors Name & Title: \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Are you currently working for this employer? \_\_\_\_\_ If yes, may we contact them? \_\_\_\_\_

If no, please specify the reason for leaving: \_\_\_\_\_

## Personal References

Give three (3) references ( NOT relatives, former / present employers, or fellow employees) who are responsible adults of reputable standing in their communities who you have known well for at least five years, preferably those you have had contact with during the past five years. If retired, give former occupation.

Last Name	First Name	Middle	Years acquainted
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Home address	City	State/Zip
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Phone number	Secondary number	Occupation
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Last Name	First Name	Middle	Years acquainted
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Home address	City	State/Zip
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Phone number	Secondary number	Occupation
--------------	------------------	------------

Last Name	First Name	Middle	Years acquainted
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Home address	City	State/Zip
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Phone number	Secondary number	Occupation
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### **PLEASE READ THE FOLLOWING BEFORE SIGNING**

My signature on this application indicates that I agree to the following conditions:

1. I hereby certify that all information contained in my resume and/or application is true to the best of my knowledge. I agree and understand that any false statements contained herein may cause rejection of my candidacy for employment or termination of employment without notice or benefits.
2. I hereby authorize a investigation of current and previous employment and education records and all pertinent information, personal or otherwise and release all parties from liability for any damage that may result from furnishing the same.
3. DuPage County reserves the right to verify criminal records information I have provided through appropriate local, state, or federal law enforcement agencies.

I also understand that any misrepresentation, false statement, omission of facts or failure to provide requested information on this application may cause rejection of my candidacy for employment or termination of employment without notice or benefits. In addition, if accepted for employment, I agree to abide by the rules and policies of DuPage County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOHN E. ZARUBA**  
SHERIFF

501 N. County Farm Road  
Wheaton, Illinois 60187  
(630) 407-2000  
FAX (630) 407-2013  
www.co.dupage.il.us/sheriff



Civil Division	(630) 407-2060
Corrections	(630) 407-2255
Crime Laboratory	(630) 407-2100
Detective Division	(630) 407-2323
Radio Room	(630) 407-2400
Records Division	(630) 407-2270
Warrants Division	(630) 407-2290

**OFFICE OF THE SHERIFF**  
COUNTY OF DUPAGE

**APPROVAL FOR BACKGROUND INVESTIGATION,  
CRIMINAL HISTORY AND DRIVERS LICENSE CHECK**

I do hereby certify that I am applying for a position with the DuPage County Sheriff's Office. I further declare that questions answered by me on the application are true and correct and I understand that any discrepancy will result in my application not being accepted.

I further realize a full background investigation will be done and hereby authorize individuals contacted to supply pertinent information. I will hold no one liable who supplies information regardless of whether or not I am hired.

List **ALL** names you have ever used ( including maiden name ) beginning with the most recent:

Name: \_\_\_\_\_  
(Print) Last First Middle

Name: \_\_\_\_\_  
(Print) Last First Middle

Name: \_\_\_\_\_  
(Print) Last First Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security : \_\_\_\_\_

Drivers License: \_\_\_\_\_ Sex: \_\_\_\_\_ Race : \_\_\_\_\_

Position Applying for: \_\_\_\_\_

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

Witness : \_\_\_\_\_  
Sign Print

## Educational / Skills History

Circle all of your skills, majors and all that apply

Skills	Skills	Majors	Majors
Accounting	Manual Labor	Accounting	Recreation
Accounts Payable /	Microfilm	Architecture	Secretarial
Receivable	Multi-Lingual	Art	Social Service
Admissions	Museum	Auditing	Social Work
Animal Care	Network Admin	Automotive	Sociology
Assessment	Office Manager	Body Shop	Surveying
Auditing	Painter	Business	System Analysis
Automotive	Payroll	Business Administration	Theology
Benefits	Pharmacy	Chemistry	Therapy - Occupation
Bilingual	Physical Therapy	Clinical Psychology	Therapy—Physical
Blue Prints	Planning-Urban	Communication	Therapy—Recreation
Bookkeeping	Plumber	Computer Science	Therapy—Rehab
Building Maint.	Presentation	Cosmetology	Urban Geography
Carpenter	Preventative Maint.	Criminology	Urban Planning
CNA	Programming	Data Processing	
Chemistry	Public Speaking	Drafting	<b>Degrees</b>
Civil Engineer	Purchasing	Engineering - Civil	GED
Clerical	Recordkeeping	Engineering-Electrical	Associates
Client Assessment	Rec. Therapy	Engineering-Hydraulic	Bachelors
Computer Repair	Recruitment	Engineering -Mechanic	Certificate
Computer Software	RN	English	Doctorate/PhD
Construction	Secretarial	Environmental	J.D.
Cook	Security	Finance	License
Counseling	Snow Plowing	Foreign Language	Masters
Crisis Intervention	Social Work	General Science	
Custodian	Stormwater	Geography	<b>License/ Certification</b>
Customer Service	Supervision	Geographic Info System	Assess Officer
Database Mgmt	Surveying	Heating/Refrigeration	BSN
Data Entry	Tech Support	Historical	C.A.D.C.
Dietary	Training	Hospital Administration	C.S.A.D.C.
Electrician	Typing	Human Resources	Class A Water Operator
Engineering	Vocational Counseling	Journalism	Class B Water Operator
Engineering Tech	Waste Water Treatment	Management	Class C Water Operator
Environment Engineer	Welder	Marketing	Class I Waste Water
Field Inspection	Zoning	Medical Technology	Class II Waste Water
Flood Plain Ordinance		Music	Class III Waste Water
Gerontologist	<b>Computer Software</b>	Nursing	Class IV Waste Water
Grant Accounting	Microsoft Access	Paralegal	CNA
Groundskeeping	Microsoft Excel	Pharmacology	LPN
Highway/Roadway	Microsoft Word	Planning	Paralegal
Housekeeping	Microsoft Word	Psychology	PERC
Housing Outreach	Microsoft Outlook	Public Admin	Prof. Engineer
HVAC	Microsoft Publisher	Public Health	PT
Intake	Microsoft PowerPoint	Public Relations	RN
Lead Worker	Visual Basic	Real Estate	Stationary Engineer
LPN	Windows XP	Recreation	