



OFFICE OF THE SHERIFF OF COOK COUNTY APPLICATION FOR EMPLOYMENT

Type or Print in black ink all information requested
The Cook County Sheriff's Office is an Equal Employment Opportunity Employer

Position Applied For/Job Title		Date of Application			
PERSONAL					
Last Name		First Name		Middle Name	
Current Address		City / State		Zip Code	
Home Telephone ()			Work Telephone ()		
Cellular Telephone ()			Social Security Number: _____ / _____ / _____		
Do you have a valid driver's license?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
License No:	State of Issue	Expiration Date	State ID#:	State of Issue	Expiration Date
Have you ever worked under a different name?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
If Yes, what name? Last Name			First Name		Middle Name

EDUCATION

Name and Address	Years Attended	Graduated	Course or Major/Minor
Elementary	From:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	To:		
High School	From:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If No, G.E.D. Completion Date
	To:		
College	From:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree / Major / Minor
	To:		If No, # of Credit Hours Completed
Post Graduate	From:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree / Major / Minor
	To:		If No, # of Credit Hours Completed
Other		<input type="checkbox"/> YES <input type="checkbox"/> NO	

Describe specialized training, apprenticeships, internships, licenses, certifications, volunteer activities and language fluency

SKILLS (check and describe all that apply)

<input type="checkbox"/> Typing – Approximate W.P.M.	<input type="checkbox"/> Computer Skills
<input type="checkbox"/> Software Applications	<input type="checkbox"/> Office Machines (identify type)
<input type="checkbox"/> Other Skills	

WORK HISTORY

Please list your employment experience, starting with your present or last job and work backward to your first job.

Employer & Type of Business		Dates of Employment From _____ To _____	
Address (Street, City, Zip Code)		Telephone ()	
Title, Duties & Responsibilities			
Identify the number of hours worked per week			
Supervisor (Name, Title)		May we contact as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	Telephone ()
Pay Rate Starting: _____ Final: _____		Reason for Leaving (Resignation, Lay-Off, Termination)	
Explain Reason for Leaving			

Employer & Type of Business		Dates of Employment From _____ To _____	
Address (Street, City, Zip Code)		Telephone ()	
Title, Duties & Responsibilities			
Identify the number of hours worked per week			
Supervisor (Name, Title)		May we contact as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	Telephone ()
Pay Rate Starting: _____ Final: _____		Reason for Leaving (Resignation, Lay-Off, Termination)	
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Address (Street, City, Zip Code)		Telephone ()	
Title, Duties & Responsibilities			
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Supervisor (Name, Title)		May we contact as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	Telephone ()
Pay Rate Starting: _____ Final: _____		Reason for Leaving (Resignation, Lay-Off, Termination)	
Explain Reason for Leaving			

Employer & Type of Business		Dates of Employment From _____ To _____	
Address (Street, City, Zip Code)		Telephone ()	
Title, Duties & Responsibilities			
Identify the number of hours worked per week			
Supervisor (Name, Title)		May we contact as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	Telephone ()
Pay Rate Starting: _____ Final: _____		Reason for Leaving (Resignation, Lay-Off, Termination)	
Explain Reason for Leaving			

If hired, on what date would you be available to work?		
Are you available to work	<input type="checkbox"/> Full Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Part Time	
Are you currently on "Lay Off" status and subject to recall?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Can you travel if a job requires it?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever filed an application with the Cook County Sheriff's Office before?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please give date applied	Position applied for:	
Have you ever been employed by the Cook County Sheriff's Office before?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please specify dates of employment	From	To
Job Title	Department	
Specific reasons for leaving (Resignation, Lay-off, Termination)		
Are you over 18 years of age?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a United States Citizen?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, are you legally authorized to work in the United States?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you now or in the future require sponsorship for employment and/or visa status?		<input type="checkbox"/> YES <input type="checkbox"/> NO
To work for the Cook County's Sheriff's Office you must present satisfactory proof of your identity and legal ability to work in the United States.		

Have you ever been convicted of a felony or misdemeanor (other than minor traffic offenses)? (Conviction will not necessarily disqualify an applicant from employment; expunged or sealed records need not be disclosed)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain in detail the facts relative to the conviction(s):	

MILITARY SERVICE: (a copy of your DD214 discharge form will be required)

Are you a Military Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO	Branch:
Dates of Service: From _____/_____/_____ To _____/_____/_____	
Nature of Discharge	
Are you in the Reserves or subject to recall?	

Describe any job-related training received in the United States Military:

The following information is requested in compliance with Federal Equal Employment Opportunity Commission (EEOC) regulations and will be used for statistical purposes only.		
Date of Birth: / /	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<input type="checkbox"/> White (not of Hispanic origin)	<input type="checkbox"/> Black (not of Hispanic origin)	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Native American / Alaskan Native	<input type="checkbox"/> Other

PROFESSIONAL REFERENCES

List only individuals whom you have worked with and can attest to your skills and abilities as a worker (excluding relatives).

Name	Relationship:	<input type="checkbox"/> Co-worker	<input type="checkbox"/> Supervisor
Address	Phone Number		
City	State	Zip Code	

Name	Relationship:	<input type="checkbox"/> Co-worker	<input type="checkbox"/> Supervisor
Address	Phone Number		
City	State	Zip Code	

Name	Relationship:	<input type="checkbox"/> Co-worker	<input type="checkbox"/> Supervisor
Address	Phone Number		
City	State	Zip Code	

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Cook County Sheriff's Office is an equal opportunity employer. The Sheriff's Office makes employment decisions without regard to political affiliation (for non-exempt positions), race, color, sex age, marital status, religion, national origin, medical condition, disability and other status protected under federal, state or local law.

UNLAWFUL POLITICAL DISCRIMINATION STATEMENT:

It is the policy of the Sheriff of Cook County to prohibit unlawful political discrimination. All Sheriff's Office employees are strictly prohibited from taking political reasons or factors into consideration regarding any employment action with respect to non-exempt employees or positions. It is the duty of all Sheriff's Office employees to report unlawful political discrimination. No individual who in good faith reports unlawful political discrimination shall be subject to retaliation.

I certify that I am aware of and will fully comply with the above policy. I certify, under penalty of perjury as provided for by law, that, to the best of my knowledge, no political reasons or factors were considered in any decision I made relating to this employment action. I understand that failure to comply with the above policy and/or failure to submit an accurate Non-Political Consideration Certification form may result in sanctions, including disciplinary action up to and including termination. Further, I do not know of or have any reason to believe that, anyone else considered or took action based on political reasons or factors with respect to this employment action.

I authorize any person, school, current employer, past employer(s) (except as previously noted), listed references, and organizations named in this application form (and accompanying resume, if any) to provide the Sheriff's Office with relevant information that may be useful in making an Employment Action decision, and I release such persons and organizations and the Cook County Sheriff's Office from any legal liability in requesting, making and receiving such statements. I certify that all information in this application, on my resume, and on any other documents I have submitted during the hiring process is true and complete. I understand that any false information, omissions, or misrepresentations made on this application, on my resume, or any other documents I have submitted during the Employment Action process may result in the denial of employment or dismissal if I am selected.

In consideration of my employment by the Cook County Sheriff's Office, I agree to conform to the Department rules and regulations and perform any work which may be considered necessary by this agency, and to take physical or other examinations when required and as permitted by law.

Date

Print Name

Date

Signature

If you have any questions or concerns with the respect to the Employment Action process, or need any assistance or accommodation to complete this employment application, as a result of a disability or medical condition, please contact the Cook County Sheriff's Personnel Office at (312) 603-4521.

If you believe unlawful factors have been taken into consideration, please contact the Office of Professional Review at (773)869-7545.