

## SHERIFF'S MERIT COMMISSION

KANE COUNTY GOVERNMENT BUILDING

Building A Room 103

Peter J. Burgert, Chairman  
Todd A. Zies, Vice Chairman  
Manuel Olalde, Secretary  
[Konenkathleen@co.kane.il.us](mailto:Konenkathleen@co.kane.il.us)



719 S Batavia Ave  
Geneva, IL. 60134  
Phone: 630.232.3558  
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### KANE COUNTY CORRECTION APPLICATION

#### **THE FOLLOWING ITEMS MUST BE RETURNED WITH YOUR APPLICATION**

1. COPY OF VALID DRIVER'S LICENSE
2. COPY OF YOUR BIRTH CERTIFICATE (THIS MUST BE A COPY; IT IS NOT RETURNABLE)
3. COPY OF YOUR HIGH SCHOOL DIPLOMA OR GED.
4. TWO (2) PASSPORT-SIZE PHOTO
5. IF HONORABLE DISCHARGED INCLUDE A COPY OF YOUR DD214
6. EDUCATIONAL POINTS, IF APPLICABLE, INCLUDE A COPY OF A COLLEGE DIPLOMA

#### **REQUIREMENTS INCLUDE**

- Be 21 at the time of appointment (no upper age limit restrictions)
- Be a citizen of the United States for one (1) year
- No felony convictions
- Eyesight correctable to 20/20, vision free from color blindness
- Be a resident of Illinois living within 75 miles of the Kane county seat, Geneva, IL.
- Pass polygraph exam, psychological testing, and background check
- In addition, a physical exam will be required before being hired prior to the appointment to the Sheriff's Office.
- Have a high school diploma or GED
- Must pass the written test with 65% or better
- Possess a valid Driver's License
- Must possess a valid FOID card by time of hire

#### **Application Deadline November 30, 2023**

#### **Mail-in applications must be postmarked by November 27, 2023**

Applications may be returned in person with the fee of \$15 cash to the Merit Commission's Office between 8:30-2:30 or via US Mail with a \$20.00 check made out to the Kane County Treasurer.

**Please Note:** If you have previously failed the background check from Kane County psychological exam or polygraph exam you must wait one (1) year to reapply.

**DETACH THIS INFORMATION SHEET PRIOR TO SUBMITTING THIS APPLICATION.**

## **CORRECTIONS INFORMATION FOR TEST**

### **ORIENTATION & WRITTEN**

Kane County Government Building (Building A)  
719 Batavia Ave.  
Geneva, IL. 60134

### **TEST DATE AND TIME**

DECEMBER 5, 2023 5:30 pm

Short orientation followed by written test

A grade of 65 is necessary to pass. You will receive your grade upon completion of the test.

If you pass the written exam, you will be given a time and date for your oral interview.

Oral interviews will begin December 6, 4:30 PM

Driver's license must be presented at the test

No one will enter the building after 5:30

### **ORAL INTERVIEWS WILL TAKE PLACE AT**

Kane County Government Center  
719 Batavia Av.  
Geneva, IL. 60134

**DOORS CLOSE PROMPTLY AT 5:30 ANY APPLICANT NOT PRESENT WILL BE ELIMINATED**

**DETACH THIS INFORMATION SHEET PRIOR TO SUBMITTING THIS APPLICATION.**

# ***INSTRUCTIONS***

## **THIS APPLICATION MUST BE CLEARLY PRINTED IN BLACK INK OR TYPE WRITTEN**

This sheet has been prepared to assist you in completing the application for the Kane County Sheriff's Office. Any questions that do not pertain to you, please answer with the letters N/A, meaning "Not applicable".

If additional space is needed for any section or questions on the application, or if you wish to furnish additional Information, attach sheets of the same size as this application, and number answers to correspond with the questions.

### **PURPOSE AND USE**

The principal purpose of the employment application forms is to collect information needed to determine the qualifications, suitability, and availability of applicants for the Kane County Sheriff's Office employment. All or part of your completed Kane County Sheriff's application form may be disclosed outside the Kane County Sheriff's Office to:

1. Appropriate Federal, State, or local law enforcement agencies charges with the responsibility of investigating a violation alternatively, potential violation of the law.
2. Appropriate Federal, State or Local agency maintaining records on you to obtain information relevant to a Kane County Sheriff's Office decision about you.
3. A requesting Federal, State, or local agency to the extent the Information is relevant to the requesting agency's decision.

### **EFFECTS OF NON-DICLOSURE**

It is in your best interest to answer all questions asked on the application. Omission of an item means you might not receive full consideration for a position in which this information is needed. A false answer to a question on the employment application may be grounds for not employing you, or for dismissing you after you begin work. All information you give will be considered in reviewing your statement.

THE KANE COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER.

**DETACH THIS INFORMATION SHEET PRIOR TO SUBMITTING THIS APPLICATION.**

# ***CORRECTIONS OFFICER 2023***

**IF FILLING OUT BY HAND, PLEASE PRINT LEGIBLY.**

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_

E-MAIL (PRINT CLEARLY) \_\_\_\_\_

OFFICE USE:

PAID:

CASH:

CHECK:

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- 5) EDUCATIONAL POINTS, IF APPLICABLE, INCLUDE A COPY OF A COLLEGE DIPLOMA

## ***IDENTIFICATION***

*CORRECTIONS OFFICER*

*DATE* \_\_\_\_\_

*Candidate's Name:* \_\_\_\_\_  
*Last First Middle*

\_\_\_\_\_  
*Address Apt.*

\_\_\_\_\_  
*City County State Zip*

\_\_\_\_\_  
*Primary Phone Work*

\_\_\_\_\_  
*E-mail*

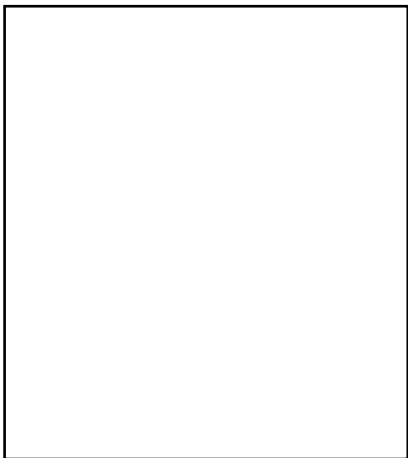
*Driver's License No.* \_\_\_\_\_ *State Issued* \_\_\_\_\_

*Place of Birth* \_\_\_\_\_ *Birthdate* \_\_\_\_\_  
*City County State*

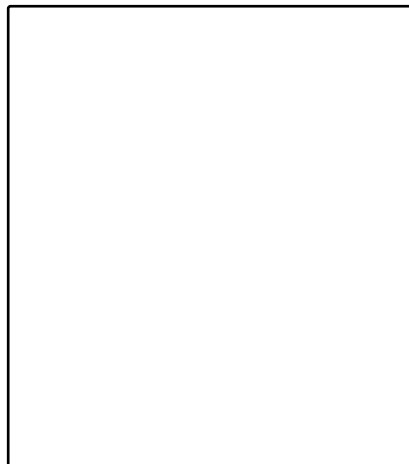
*Photograph of yourself, passport size, and full face; print your name on the back of the photo.*

*The photo must have been taken not more than 3 months prior to the date of application and a 2"x2" size with no larger or smaller photos accepted.*

*ATTACH PHOTO HERE*



*ATTACH PHOTO HERE*



## ***PERSONAL HISTORY***

Name (Last, First, Middle) \_\_\_\_\_

List all other names you have used including nicknames. \_\_\_\_\_

Have you ever legally change your name. Yes                      No

Have you ever filed an application with the Kane County Sheriff's Office? Yes                      No

What position? \_\_\_\_\_ Date \_\_\_\_\_

Have you ever applied for employment with other law enforcement agencies? Yes                      No

What agencies and what position? \_\_\_\_\_

With what results? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate any law enforcement education/training \_\_\_\_\_

\_\_\_\_\_

Do you speak, read or write any foreign languages? Yes                      No

If yes, describe \_\_\_\_\_

Are you a United State Citizen? Yes                      No

By Birth                      By Naturalization                      By Derivative

If by naturalization, give naturalization number, date, place, and court of decree.

\_\_\_\_\_

If by derivative, explain through whom your citizenship was obtained.

\_\_\_\_\_

## ***COURT DATA***

- |   |     |    |
|---|-----|----|
| 1. Have you ever been charged with any traffic violations?              | Yes | No |
| 2. Has your Driver's License ever been revoked or suspended?            | Yes | No |
| 3. Have you ever been arrested or charged with any criminal violations? | Yes | No |

If you have answered yes, please explain.

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PLACE AND DEPARTMENT	DATE	CHARGE	COURT & PLEA	DISPOSITION

## ***CONTROLLED SUBSTANCES***

Do you use or have used illegal drugs or controlled substances such as marijuana, uppers/downers  
heroin, cocaine, steroids or any other drug. Yes      No

If your answer is YES explain in detail and when was last drug use.

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## ***RESIDENCES***

Chronologically list all your residence in the past three (3) years

Dates/Mo./Yr.	To	Street Address/ Apt. No.	City/County	State/Zip
1.				
2.				
3.				

## ***EDUCATION/TRAINING***

1. High School	Dates Attended	Years Completed	Did you Graduate?	Type of Diploma
2. College	Dates Attended	Years Completed	Did you Graduate?	Type of Degree
3. Other Schools Trade, Vocational Miscellaneous				



## ***MILITARY DATA***

Have you ever served on active duty in the Armed Forces of the United States? Yes      No

If yes, please attach a copy of your DD-214

Branch of Service: \_\_\_\_\_ Rank: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ if less than honorable. Explain

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

Was any type of disciplinary action taken against you in the services? Be sure to include non-judicial punishment Yes      No      if yes please provide the nature of offense and action taken

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

Are you now or ever been a member of the Reserve Unit or National Guard? Yes      No

List any rewards or medals received while in the Military \_\_\_\_\_

\_\_\_\_\_

## ***EMPLOYMENT HISTORY***

Begin with the most recent and work back, include military experience.

1. Employer \_\_\_\_\_ Dates employed \_\_\_\_\_  
Supervisor's name \_\_\_\_\_  
Position held \_\_\_\_\_  
From \_\_\_\_\_ Part Time  
To \_\_\_\_\_ Full Time  
Employer city, state \_\_\_\_\_

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2. Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Supervisor's name \_\_\_\_\_  
Position held \_\_\_\_\_  
From \_\_\_\_\_ Part Time  
To \_\_\_\_\_ Full Time  
Employer city, state \_\_\_\_\_

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Do we have your permission to contact your employer? Yes      No

Have you ever been dismissed or asked to resign from any employment or position? Yes      No

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

## ***REFERENCES***

List three references you have known for at least 5 years

Name	Name	Name
Phone	Phone	Phone
Years Acquainted	Years Acquainted	Years Acquainted
Occupation	Occupation	Occupation
Address	Address	Address

## ***ORGANIZATION MEMBERSHIP***

List all clubs of which you belong

Name	Name	Name
Address	Address	Address

I certify that the facts contained in this application are true and complete to the best of my knowledge.

I understand that any false statements, omissions, or misrepresentations on this application, or false statements made during the employment process may be considered sufficient cause for rejection, of this application, or dismissal if I have been employed no matter when discovered.

I hereby authorize the Kane County Sheriff's Merit Commission to thoroughly investigate my background, references, employment record, driving record, and other matters related to my suitability for employment and, further authorize my former employers or any third party to disclose to the Kane County Sheriff's Merit Commission all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the Kane County Merit Commission, the Kane County Sheriff, former employers and all references listed above, from all claim, demands or liability arising out of or related to such investigation or disclosure.

I understand that filling out this form does not indicate there is a position open and does not obligate the Kane County Sheriff or the Kane County Sheriff's Merit Commission to hire me. If hired, I agree to abide by all rules, policies, and procedures relating to work performance and conduct as established by both the Kane County Sheriff and the Kane County Merit Commission.

I understand that nothing containing in this application or conveyed during any interview, which may be granted, is intended to create an employment contract. I further agree that if I am hired my employment is for no definite period, and that I may be terminated at will subject to applicable policies and agreements.

I understand that all appointments and probationary for a period of one year during which I must demonstrate my fitness for continued employment by the Kane County Sheriff's Office. I also understand that in many parts of the Sheriff's Office it has been necessary to establish regular night and midnight shifts in view of which I must be completely available for such assignments as the needs might arise.

I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this application will be the basis for dismissal from Kane County Sheriff's Office.

I agree to these conditions, and I hereby certify that all statements made by me on this application are true and complete, to the best of my knowledge.

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Signature of Applicant

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Please Print/Type Name

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Date

***APPROVAL FOR BACKGROUND INVESTIGATION***

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

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

The Kane County Sheriff's Merit Commission on this date October 6, 1990 hereby authorizes the Kane County Sheriff's Office to use such information set forth in Title 28, code of Federal Regulations 9CFR) Section 50.12, both governmental and non-governmental entities for all Merit Commission applicants.

Beginning August 1, 1991 all Deputies after completing the 400 hour Basic Law Enforcement course must successfully complete a Field Training Program, by meeting pre-existing criteria and standards set by Departmental Memorandum and Operating Procedures, as evaluated and documented by field training Officers and Sergeants, and reviewed by the Commander and the Sheriff.

I HAVE READ THE ABOVE:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Date

**Once the application is complete, Adobe will send you an email verifying your signature. Save the completed application to your desktop then submit it to [KonenKathleen@co.kane.il.us](mailto:KonenKathleen@co.kane.il.us).**

**Thank you.**