

# PERSONNEL DATA ENTRY WORKSHEET

Human Resources Division/Chicago Police Department

PRINT ALL INFORMATION

**DO NOT COMPLETE SHADED AREAS - FOR HUMAN RESOURCES DIVISION USE ONLY.**

EMP. TYPE CODE	EMP. STATUS CODE	EMPLOYEE NO.	CS TITLE CODE	STAR NO.	STAR TYPE CODE	APPOINTMENT DATE MONTH DAY YEAR
NAME (LAST - FIRST - M.I.)				MAIDEN NAME	SOCIAL SECURITY NO.	
HOME ADDRESS (STREET NO. & NAME, ZIP CODE)					POLICE DISTRICT	HOME TELEPHONE NO. ( )
SEX <input type="checkbox"/> MALE (M) <input type="checkbox"/> FEMALE (F)	RACE (CHECK ONE) <input type="checkbox"/> ASIAN/PACIFIC ISLANDER (0) <input type="checkbox"/> NATIVE AMERICAN INDIAN/ALASKAN NATIVE (I)		<input type="checkbox"/> BLACK/AFRICAN AMERICAN (N)	<input type="checkbox"/> WHITE (X)	<input type="checkbox"/> HISPANIC (S)	HEIGHT WEIGHT LBS.
DATE OF BIRTH (MO. - DAY - YR.)		PLACE OF BIRTH (CITY, STATE OR COUNTRY)				
U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	MARITAL STATUS <input type="checkbox"/> DIVORCED (3) <input type="checkbox"/> WIDOWED (4) <input type="checkbox"/> SEPARATED (5)	<input type="checkbox"/> SINGLE (1) <input type="checkbox"/> MARRIED (2)	NAME OF SPOUSE			

MILITARY SKILLS	<b>ACTIVE SERVICE HISTORY</b>					
	BRANCH	RANK AT DISCHARGE	DATE OF DISCHARGE (MO. - DAY - YR.)		TYPE OF DISCHARGE	
	<b>RESERVE SERVICE HISTORY</b>					
	TYPE <input type="checkbox"/> ACTIVE (A) <input type="checkbox"/> INACTIVE (I) <input type="checkbox"/> COMPLETED	BRANCH			RANK	
	RESERVE START DATE MO. DAY YEAR	DATE OF DISCHARGE OR DATE OBLIGATION WILL END MO. DAY YEAR		TYPE OF DISCHARGE		

EDUCATION	CHECK THE BOX OF HIGHEST GRADE COMPLETED																		EDUCATION CODE																																																									
	<table border="0"> <tr> <td colspan="8">GRAMMAR SCHOOL</td> <td colspan="4">HIGH SCHOOL</td> <td colspan="4">COLLEGE</td> <td colspan="2">GRADUATE</td> <td></td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>9</td><td>10</td><td>11</td><td>12</td> <td>13</td><td>14</td><td>15</td><td>16</td> <td>17</td><td>18</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td></td> </tr> </table>																			GRAMMAR SCHOOL								HIGH SCHOOL				COLLEGE				GRADUATE			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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HIGH SCHOOL - GRADUATED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> GED																																																																												
NAME OF SCHOOL				GRADUATED				DATE GRADUATED (MO. - DAY - YR.)				TYPE OF DEGREES AWARDED																																																																
JUNIOR COLLEGE				<input type="checkbox"/> YES <input type="checkbox"/> NO								DEGREE		MAJOR																																																														
COLLEGE (UNDERGRADUATE)				<input type="checkbox"/> YES <input type="checkbox"/> NO																																																																								
GRADUATE SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO																																																																								

LANGUAGE PROFICIENCY TABLE															
Please indicate your language proficiency level by writing F=Fair, G=Good, VG=Very Good, E=Excellent for each category (Understand, Speak, Write, Read), as applicable.															
LANGUAGE SKILLS	LANGUAGE	UNDER- STAND	SPEAK	WRITE	READ	LANGUAGE	UNDER- STAND	SPEAK	WRITE	READ	LANGUAGE	UNDER- STAND	SPEAK	WRITE	READ
		ARABIC					ITALIAN					PUNJABI (PAKISTAN)			
	ARMENIAN					JAPANESE					ROMANIAN				
	BELARUSIAN					KOREAN					RUSSIAN				
	CAMBODIAN					HEBREW					SERBO-CROATIAN				
	CANTONESE					HUNGARIAN					SCANDINAVIAN				
	CREOLE					ITALIAN					SLOVENE				
	CZECH					JAPANESE					SPANISH				
	DUTCH					KOREAN					TAGALOG				
	FRENCH					LATVIAN					THAI				
	GERMAN					LITHUANIAN					UKRANIAN				
	GREEK					MANDARIN					VIETNAMESE				
	GUJARATI					PERSIAN					YIDDISH				
	HEBREW					POLISH					OTHER: Specify in boxes below				
	HINDI					PORTUGUESE									
	HUNGARIAN					PUNJABI (INDIA)									

Please check the box(es) if you are proficient in the languages below:

AMERICAN SIGN LANGUAGE (ASL)  BRAILLE

## OCCUPATIONAL SKILLS TABLE

PLACE AN X IN THE BOX IN FRONT OF ANY SKILL YOU POSSESS.

x	SKILL	x	SKILL	x	SKILL
	SNIPER 001		EMERGENCY MEDICAL TECHNICIAN 120		STATIONARY ENGINEER 140
	HELICOPTER PILOT 002		NURSE 121		STATIONARY FIREMAN 141
	MARINE ENGINE MECHANIC 003		ENGRAVER 122		STENOGRAPHER 142
	BOMB DISPOSAL TECHNICIAN 004		GUN SMITH 123		STENOTYPIST 143
	MEDICAL CORPSMAN 005		LAWYER 124		TEACHER 144
	ACCOUNTANT 100		LOCKSMITH 125		TELEPHONE OR POWER LINEMAN 145
	AIRCRAFT PILOT 101		MACHINIST 126		TELEPHONE REPAIRMAN 146
	AIR TRAFFIC CONTROLLER 102		ELECT. BUS. MACHINE OPERATOR 127		PARAMEDIC 147
	ARTIST 103		MECHANIC 128		TRUCK DRIVER 148
	BAKER 104		MEDICAL LAB TECHNICIAN 129		TYPIST 149
	BARBER 105		MOVIE PROJECTIONIST 130		WELDER 150
	BARTENDER 106		MUSICIAN 131		WRITER 151
	BEAUTICIAN 107		NEWSPAPER REPORTER 132		DIVER 152
	BOOKKEEPER 108		PAINTER 133		PHARMACIST 154
	BRICKLAYER 109		PHOTOGRAPHER 134		INSURANCE ADJUSTER 155
	BUTCHER 110		PLASTERER 135		LIFEGUARD 156
	CAB DRIVER 111		PLUMBER 136		RESPIRATORY THERAPIST 157
	CARPENTER 112		RADIO & TV REPAIRMAN 137		SWIM INSTRUCTOR 158
	CHEMIST 113		ROOFER 138		X - RAY TECHNICIAN 159
	COOK 114		SEAMAN 139		OTHER: Specify 153
	DOG TRAINER 115				
	DRAFTSMAN 116				
	ELECTRICIAN 117				
	COMPUTER OPERATOR 118				
	COMPUTER PROGRAMMER 119				

OCCUPATIONAL SKILLS

<b>EMERGENCY NOTIFICATION</b>	PERSON TO BE NOTIFIED		RELATIONSHIP	
	ADDRESS (STREET NO. & NAME, CITY, STATE, ZIP CODE)		HOME TELEPHONE NO. ( )	BUSINESS TELEPHONE NO. ( )
	PERSON TO BE NOTIFIED		RELATIONSHIP	
	ADDRESS (STREET NO. & NAME, CITY, STATE, ZIP CODE)		HOME TELEPHONE NO. ( )	BUSINESS TELEPHONE NO. ( )

DRIVERS LICENSE NO.	EXPIRATION DATE	RESTRICTION CODE	CLASS
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TYPE OF ACTION <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CS REINSTATEMENT <input type="checkbox"/> POLICE BOARD <input type="checkbox"/> RETURN FROM L.O.A. <input type="checkbox"/> REHIRE <input type="checkbox"/> COURT ORDERED REINSTATEMENT <input type="checkbox"/> OTHER	UNIT ASSIGNED NO.	UNIT DETAILED NO.
JOB TITLE	EFFECTIVE DATE (MONTH-DAY-YEAR)	
APPLICANT/EMPLOYEE'S SIGNATURE	TODAY'S DATE	

REMARKS

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PROCESSED BY	DATE	ENTERED BY	DATE
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