**POLICE BOARD**

**CITY OF CHICAGO**

**APPEALS OFFICER**

**APPLICATION FORM**

**July 27, 2020**

*Type your answers. See the final page for instructions for submitting applications.*

**General**

1. Full Name:
2. Office Address:
3. Office Phone Number:
4. Mobile Phone Number:
5. E-mail Address:
6. Residential Address:

**Education**

1. List all colleges and universities (including professional schools) you have attended, whether or not a degree or certificate was earned. Include dates attended and degrees and certificates earned, if any.

**Honors and Publications**

1. List any honors or awards you have received.
2. If you have published any legal books or articles, or if you post notes or commentaries to blogs related to the legal profession, list all of them, giving citations and dates.

**Law Practice**

1. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are currently or have ever been admitted to practice, giving the date of admission and your ID number. For any admission listed that is not current, explain the reason any and all such admissions are no longer current.

Court or Administrative Body Date Admitted ID Number

1. Describe the general nature of your current practice, including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now from what it previously had been at any prior point, give details of your prior practice and the reason(s) for your practice’s evolution.
2. State the names, addresses, positions, and dates of employment for all law firms with which you have been associated in practice, all government agencies, all private business organizations, all not-for-profit organizations, and/or any other organization in which you have been employed or otherwise been affiliated with during your legal career. Also provide all dates during which you have practiced as a solo practitioner.
3. List any appeals you have handled in a federal or state appellate court in the past ten (10) years, indicating whether you were the sole, associate or lead appellate attorney. Identify the appellate court and give the appeal number of each appeal and the citation of any opinion. Indicate the action taken by the appellate court.
4. Feel free to list any cases that you handled, other than those identified above, that you wish to draw to the Board’s attention.

**Hearing Officer or Quasi-Judicial Experience**

1. List all hearing officer, arbitrator, and other quasi-judicial experience you have. Identify the name of the agency, position held, dates of service, the types of issues on which you heard cases, the number of cases heard, and the agency representative most familiar with your work.

**Professional and Personal Background**

1. Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? If yes, give details. Do not include traffic violations for which a fine of $200 or less was imposed unless it also included a jail sentence, whether or not suspended, or if the penalty included any sanctions such as loss of license.
2. Have you ever been disciplined, cited, admonished, or cautioned for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group? If yes, give details.
3. Have you ever been disciplined or terminated by, or because of possible termination resigned from, any public or private employer, law firm or any other entity because of any misconduct, incompetence, or unsatisfactory performance? If yes, give details.

**Professional and Other Activities**

1. List all bar associations and legal professional societies of which you are currently a member, give the titles and dates of any office you have held or currently hold in such groups, and the dates of membership in any such associations or societies.
2. List all organizations and clubs, other than bar associations and professional societies identified in response to the above question, of which you have been a member during the past ten (10) years, including the titles and dates of any offices you have held in each such organization.

**Conflicts of Interest**

1. During the past ten (10) years, have you, or has any firm with which you were associated at the time, represented a party in a lawsuit, administrative matter, arbitration or mediation or any other kind of dispute (hereinafter collectively “a matter”) which involved in any way the Chicago Police Department or its personnel? If yes, identify each matter, identify the parties, identify the party you or your firm represented, and describe the nature of the matter and your involvement, if any, in the matter.
2. Are any of your immediate family members (*i.e*., your spouse/domestic partner, children, parents, siblings) employed by the Chicago Police Department? If yes, list the family member and her/his position with the CPD.
3. Do you have any other real or potential conflicts of interest that may affect your serving as a Appeals Officer? If yes, please describe.

**Additional Information**

1. State any additional experiences you believe would assist you in being a Appeals Officer.
2. Is there anything in your personal or professional background that, if publicly known, could be viewed as embarrassing either to you personally or to the Police Board? If yes, give details.

**References**

1. List three individuals as references who are familiar with your abilities and personal character. For each reference, provide the person’s name, title, address, telephone number, and e-mail address.

**Confidentiality Statement**

The Police Board will make every effort to maintain confidentiality regarding all inquiries, applications, interviews, and other matters pertaining to individual applicants. However, please note that information on an applicant that the Board selects as a Appeals Officer may become public.

**Declaration**

I declare that all of the information I have provided as part of my application for the position of Appeals Officer is true and correct, and that I am the actual author of the writing sample submitted with this application.

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*Signature Date*

**Application Procedures**

To be considered for the position, applicants shall send via electronic mail to Police Board Executive Director Max Caproni (Max.Caproni@cityofchicago.org) the following material:

(1) this application form; (2) a résumé; and (3) a writing sample.

**All material must be sent via electronic mail and received by Monday, August 17, 2020.**