
**VILLAGE OF BARTLETT
POLICE OFFICER
APPLICANT INSTRUCTIONS**

A MAXIMUM OF 500 APPLICATIONS WILL BE ACCEPTED.

To apply:

- 1) Visit www.publicsafetyrecruitment.com to complete the **Online Application for the position of Police Officer**. Your online application must be confirmed no later than **12 noon on Monday, May 14, 2012 OR** when a MAXIMUM of 500 online applications have been completed and confirmed. You will receive a confirmation number when you complete your online application. Save this number for your records.

NOTE: A MAXIMUM OF 500 APPLICATIONS WILL BE ACCEPTED. Be sure to complete and confirm your online application ASAP to ensure your application is accepted. The online application will no longer be available once 500 applications have been received, or when the application deadline has expired; whichever occurs first.

- 2) Return the signed **Release Forms and Other Required Documents (See CHECKLIST)** to **Public Safety Recruitment** (1127 S. Mannheim Rd., #203 Westchester, IL 60154 Attn.: Bartlett PD) **no later than 12 noon on Monday, May 14, 2012**. Required application documents received after 12 noon on Monday, May 14, 2012 will NOT be accepted. Faxed release forms will NOT be accepted. Sending release forms and other required documents via traceable carrier is highly suggested to ensure timely delivery. Documents may also be delivered by hand to Public Safety Recruitment during business hours. Call **800.343.HIRE** or email info@publicsafetyrecruitment.com with questions.

Minimum Requirements:

- \$25.00 non-refundable application fee
- U.S. Citizenship
- No Felony Convictions
- High School Diploma or GED
- Valid Driver's License
- Minimum of 20 years of age as of May 14, 2012 (must be 21 years of age by date of hire); must be UNDER 35 years of age as of date of hire unless otherwise exempt by Statute
- No residency requirement
- Visible tattoos and brands are prohibited for all employees while wearing the uniform of the day. Tattoos must be naturally covered by the uniform of the day without additional bandages, makeup or clothing
- Submission of OFFICIAL sealed college/university transcripts (if applicable)
- Submission of Military DD-214 (if applicable)
- Submission of ALL Requested Documentation (see CHECKLIST) by noon on May 14, 2012

Orientation and Written Examination:

The **MANDATORY ORIENTATION** meeting will start promptly at **9:00 a.m. on Saturday, June 16, 2012 at Eastview Middle School, 321 North Oak Avenue, Bartlett, Illinois 60103**. The Written Examination will immediately follow. Sign-in begins at 7:45 a.m. Candidates must arrive with a valid Driver's License or State ID to sign in. Doors close promptly at 8:45 a.m. Anyone arriving after 8:45 a.m. will NOT be permitted to test.

Starting Salary: \$56,961 [as of November 1, 2011]
Per Current Labor Contract

If you do not attend or do not complete any portion of the testing process, you will not be eligible for employment.

CHECKLIST
BARTLETT POLICE DEPARTMENT

<u>Online Application</u>	Deadline: Noon on May 14, 2012 OR when 500 applications have been received.
<input type="checkbox"/> CONFIRMED Online	WRITE YOUR CONFIRMATION NUMBER HERE: _____
(The confirmation page immediately follows the references section of the online application)	

<u>Release Forms (see pages 1-12)</u>	Deadline: Noon on May 14, 2012
<p>*No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include <i>adult</i> family members and friends residing within the U.S.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Consumer Reports*<input type="checkbox"/> Alcohol, Drug and Substance Abuse Screening*<input type="checkbox"/> Behavior Profile*<input type="checkbox"/> Credit History*<input type="checkbox"/> Criminal History Information/ Fingerprint*<input type="checkbox"/> Driving Record*<input type="checkbox"/> Employment Past & Present*<input type="checkbox"/> High School, College, University Diploma*<input type="checkbox"/> Medical Records*<input type="checkbox"/> Personal Information Release to Municipality*<input type="checkbox"/> Written Examination*

<u>Other Required Documents</u>	Deadline: Noon on May 14, 2012
<input type="checkbox"/> COPY High School Diploma or GED (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable, <u>COLLEGE DIPLOMA/TRANSCRIPTS NOT ACCEPTABLE</u>)	
<input type="checkbox"/> COPY valid Driver's License (copy of front and back if you received a renewal sticker)	
<input type="checkbox"/> COPY Birth Record READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.	
<u>ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED:</u>	
<input type="checkbox"/> Copy of US Birth certificate Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories (i.e.: State or County issued birth certificate). <u>Hospital copy NOT accepted.</u>	
OR	
<input type="checkbox"/> Copy of VALID US Passport	
OR	
<input type="checkbox"/> Copy of Naturalization Papers	
<input type="checkbox"/> OFFICIAL, SEALED COLLEGE/UNIVERSITY TRANSCRIPTS (if applicable)	
<input type="checkbox"/> COPY of MILITARY DD-214 (if applicable)	

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions Inc., d.b.a. Public Safety Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

CALL 800.343.HIRE WITH QUESTIONS

PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

<p>PUBLIC SAFETY RECRUITMENT ATTN: Bartlett PD 1127 S. MANNHEIM RD., STE. 203 WESTCHESTER, IL 60154</p>

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE VILLAGE OF BARTLETT OR THE BARTLETT POLICE DEPARTMENT.



POLICE OFFICER APPLICANT FACT SHEET

The following information is supplied in an effort to inform you about the Village of Bartlett and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have any specific questions on any of these items, or about the Village of Bartlett, please feel free to contact the Bartlett Police Department at (630) 837-0846.

All appointments to the Police Department (with the exception of Chief of Police, Deputy Chiefs, Commanders and civilian personnel) are made by a three member Board of Fire and Police Commissioners who are appointed by the Village President and the Board of Trustees.

Citizenship	At the time of employment, applicant must be a citizen of the United States.
Age	Applicants must at least 21 years of age and under 35 years of age, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioners Act.
Driver's License	At the time of employment, applicant must be legally eligible to operate a motor vehicle in the State of Illinois.
Orientation	All applicants must attend a mandatory orientation meeting.
Written Examination	All applicants must take a written examination.
Oral Interviews	Applicants selected by the Fire and Police Commission must undergo an oral interview process.
Selection Timeline	A list of eligible candidates will be compiled and distributed approximately three months following the oral interviews.
Physical Health	All applicants who are given a conditional offer of employment must undergo a physical examination and visual examination by a doctor who has been selected by the Fire and Police Commission.
Psychological	All applicants who are given a conditional offer of employment must undergo a psychological examination by a psychologist or psychiatrist who has been selected by the Fire and Police Commission. This report is confidential, and the applicant does not have the right of access to it.
Character	Applicant must be of good character, must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in Illinois Compiled Statutes, 65 ILCS 10-2.1-6. Prior to being given a conditional offer of employment, applicants must successfully complete a background investigation.
Education	Applicant must possess a high school diploma, GED, or a high school proficiency exam certificate.
Physical Agility	All applicants who are given a conditional offer of employment must be able to successfully pass the State of Illinois Power Test prior to admission into the Police Academy
Polygraph Exam	All applicants must complete a pre-employment polygraph exam. Areas covered will include honesty regarding elements of your application, convictions, illegal substance use or abuse, criminal activity, gang affiliation, and domestic violence.



POLICE OFFICER APPLICANT FACT SHEET

Training	Once hired, recruits begin a probationary period which is normally eighteen (18) months in duration, but which can be extended to twenty-four (24) months, and they are sent to a State Certified Training Academy for the Basic Law Enforcement Course. In accordance with state law, each recruit must successfully pass the State Certification Test. Once passing the state certification course, the recruit will be assigned to a specially trained Field Training Officer for additional training.
Work Schedule	Normally, Police Officers work an average of forty (40) hours per week, for a total of 2,080 hours per year. In the Patrol Section, officers work 12-hour shifts.
Benefits	The Village of Bartlett offers a comprehensive benefit package for the employee and his/her dependents, including sick leave, hospitalization, life insurance and dental insurance. Vacation and holiday benefits are also provided.
Deferred Comp	Village of Bartlett employees may participate in a deferred compensation plan.
Police Pension	All sworn Police Officers are eligible to participate in the Police Pension Fund. The officer must make a written application to the Pension Board to participate. The Police Pension Board will make a decision on whether to accept or reject the application, based on the criteria provided in the Illinois Compiled Statutes.
Voluntary Retirement	Police Officers are eligible to retire from the Police Department at age fifty (50), with twenty (20) years of service with the Department.
Uniforms	Personnel, on initial hiring to the Police Department, are issued initial uniforms and equipment in lieu of receiving a Uniform Allowance. Officers are required to purchase their own firearms. Each year thereafter, officers receive a uniform allowance, the amount of which is determined by the Collective Bargaining Agreement.
Appearance	All employees are expected to present a professional appearance and adhere to standards of good personal hygiene and grooming while on duty. Body piercing, other than ear piercing, must not be visible. Visible tattoos and brands are prohibited for all employees while wearing the uniform of the day. Tattoos must be naturally covered by the uniform of the day without additional bandages, makeup or clothing. Male officer's hair will be neatly groomed and will not hang over the shirt collar. Sideburns shall be worn neatly trimmed with the base clean shaven in a horizontal line not extending below the center of the ears. The face will be clean-shaven with the exception of sideburns and short, neatly-trimmed mustaches. Female officer's hair will be neatly groomed and styled so that it does not extend below the top of the shoulders when loosely worn. Bangs will not extend below the eyebrow. Hair longer than shoulder length will be neatly secured away from the face.
Wage/Salary	As of November 1, 2011, the starting pay for a Police Officer is \$56,961. Employees are paid bi-weekly on Fridays, with twenty-six pay periods per year.
Education	The Village of Bartlett reimburses employees for college level courses taken in pursuit of a college level degree, while employed. The rate of reimbursement is dependent on the budget, type of course taken, relation to the employee's position, and grade.
Holidays/Vacation	Employees are eligible for both vacation and holidays, which include personal days.

THE VILLAGE OF BARTLETT IS AN EQUAL OPPORTUNITY EMPLOYER

PRINT:

LAST NAME FIRST NAME SSN.....

IMPORTANT NOTICE TO APPLICANT: PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST

NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

This form, which you should read carefully, has been provided to you because I/O Solutions, Inc. (d.b.a. "Public Safety Recruitment") (hereinafter referred to as "the Company") or the Department(s) to whom you request the Company to forward your application (hereinafter referred to as "the Department(s)") may request consumer reports or investigative consumer reports. Any requests for consumer reports or investigative consumer reports from the Company will be made on behalf of any or all of the Department(s). The consumer reports or investigative consumer reports may then be reviewed by any or all of the Department(s). For the benefit of the Department(s), the Company may perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Company, in whole or in part, at the Company's discretion. The Department(s) may also perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Department(s), in whole or in part, at the discretion of the Department(s).

The Company's and Department(s)' background checks may also include the use of consumer reporting agencies to gather and report information in the form of consumer or investigative consumer reports regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person (or entity) which for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing reports to third parties. The Company is not a consumer reporting agency nor are the Department(s).

The types of reports that may be requested from consumer reporting agencies under this policy, include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration by the Department(s) in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Any information contained in such reports may be used for other purposes required by law or ethical business practices.

If the Company or Department(s) request(s) an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive such a notice if the investigation is performed by the Company or a person or entity other than a consumer reporting agency.

If any adverse decision is made with regard to your application for employment or subsequent employment by a Department(s), based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, the Department(s) are required to notify you and give you a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, the Department(s) may not base an employment decision solely on this information.

Your consent is required by law before the Company or the Department(s) may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your submission of an application for employment with a Department. Your signature below indicates that you have carefully read and understand that the Company and the Department(s) may request and review a consumer report or investigative consumer report regarding you, consistent with this policy, in connection with your application for employment and that you consent to the release of such consumer reports or investigative consumer reports to the Company and the Department(s) for employment purposes, including any future decisions concerning your employment, promotion, reassignment or retention. You also consent to release of this information to the Company and the Department(s) for other purposes required by law or ethical business practices. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing, as described below.

Refusal to consent to a consumer report or investigative consumer report as required by this notice may result in rejection of an application, or withdrawal of an offer of employment.

CONSENT STATEMENT

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or I/O Solutions, Inc. (hereinafter referred to as "the Company") (and thereby to the departments to whom I have requested the Company to forward my application (hereinafter referred to as "the Department(s)"). I further understand that this consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement below and returning it to the Company, at 1127 S Mannheim Rd, Suite 203, Westchester, IL 60154, or sending a signed letter or statement to the Company at the same address, indicating that I revoke my consent to the Company's obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to the Village of Bartlett or to the Company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company and confirm that all such information is true and correct.

Name of applicant (Printed)

Social Security Number

Applicant Signature

Date

REFUSAL OR REVOCATION OF CONSENT STATEMENT DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT TO THE VILLAGE OF BARTLETT OR THE COMPANY OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT OR OTHER PURPOSES.

I do not consent to the Village of Bartlett, Village of Bartlett Board of Police Commissioners or I/O Solutions, Inc. (hereinafter referred to as "the Company") obtaining consumer reports or investigative reports about me in connection with my employment or any other purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after the Company receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of the Company who typically request consumer reports for the Company.

Name of Applicant (printed)

Applicant Signature

Date

DO NOT SIGN ABOVE UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT

ALCOHOL, DRUG AND SUBSTANCE ABUSE SCREENING

CONSENT

I hereby consent for the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or I/O Solutions, Inc., or either of its authorized representatives to collect blood, urine or saliva samples from me and to conduct other necessary medical tests to determine the presence in my body or use by me of alcohol, drugs or controlled substances. I understand that the presence of certain medications in my blood and/or urine may affect test results. To aid in the analysis of the test results I would like to inform the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners, I/O Solutions, Inc., and either of its authorized representatives that I have taken the following medications in the last seven (7) days:

RELEASE

I understand that release of my medical records by this written authorization will result in disclosure of these test results. I hereby consent to the release of the test results and other relevant medical information to authorized representatives of the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the drug, alcohol and substance abuse screening or due to the disclosure of the test results as authorized herein by me.

Agreed to: _____ Date _____
Applicant Name, printed

_____ Date _____
Applicant Signature

_____ Date _____
Witness Name, printed

_____ Date _____
Witness Signature

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

BEHAVIORAL PROFILE

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from you which will be used for a Behavioral Profile. The tests, survey and interviews are designed to: measure your attitudes regarding drugs and alcohol, trustworthiness, and work; to predict your interpersonal skills, personality traits and motivations; and to predict your on the job mental abilities.

CONSENT FOR BEHAVIORAL PROFILE

I hereby grant my consent for the I/O Solutions, Inc., or its authorized representative to conduct the necessary interviews and administer the necessary examinations to determine my Behavioral Profile.

RELEASE

I understand that release of the results of my Behavioral Profile by this written authorization will result in disclosure of those test and survey results.

I hereby consent to the release of the test and survey results and other relevant information to authorized representatives of I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Police and Fire Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Behavioral Profile or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform the I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

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CREDIT HISTORY

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from private credit reporting agencies as to your credit history. This investigative consumer report includes, if applicable, information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

CONSENT AND AUTHORIZATION TO INVESTIGATE CREDIT HISTORY

I hereby authorize and consent to a thorough investigation of my past and present credit history and disclosure of the results of that investigation to third parties. I understand that release of my past and present credit records by this written authorization will result in the disclosure of those records. I understand that this investigative consumer report can include, if applicable, information as to my character, general reputation, personal characteristics, and mode of living.

RELEASE

I hereby consent to the release of the results of the investigation of my credit history and other relevant information to authorized representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present credit history and the disclosure of the results of that investigation as authorized by me.

I waive the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS § 40/7(1). I also acknowledge that I have had the opportunity to discuss the importance of this waiver with legal counsel of my own choosing.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

CRIMINAL HISTORY INFORMATION / FINGERPRINT

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from Federal, State and local law enforcement agencies for any reportable criminal history information concerning you using your fingerprints. This information can include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

RELEASE

I agree to be fingerprinted by the Village of Bartlett and acknowledge that these fingerprints will be used to investigate my criminal history and conviction record. I agree to and understand the release of the results of the investigation, to determine my criminal history information, will result in the disclosure of information concerning whatever criminal history exists regarding me to third parties.

I hereby acknowledge the results of the investigation to determine my criminal history will be released to authorized representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into my criminal history and the disclosure of any of that information.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

DRIVING RECORD

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from the Secretary of State regarding your driving record. This information can include a record of your current driver's license issuance information (exclusive of information on judicial driving permits); convictions and orders entered revoking, suspending, or canceling your driver's license or privilege.

RELEASE

I hereby acknowledge the results of the investigation of my driving record will be released to authorized representatives of the Village of Bartlett or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners and I/O Solutions, Inc. its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into and the disclosure of my driving record.

Agreed to: _____ Date _____
Applicant Name, printed

_____ Date _____
Applicant Signature

_____ Date _____
Witness Name, printed

_____ Date _____
Witness Signature

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

EMPLOYMENT: PAST AND PRESENT

CONSENT

I hereby consent to a thorough investigation of my past and present employment activities and agree to cooperate in such investigation. I hereby authorize my past and present employers to release the requested information and to comment on my work record.

RELEASE

I understand that by this written authorization my past and present employment records will be disclosed to third parties.

I hereby consent to the release of the results of the investigation into my past and present employment and other relevant information to authorized representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners and I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present employment and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA

CONSENT

I hereby consent to an investigation to determine the authenticity of my high school or General Education Diploma, college, or University diploma. I hereby authorize my secondary school or its equivalent to release such information regarding the authenticity of my high school (or its equivalent), college, or university diploma to representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or I/O Solutions, Inc.

RELEASE

I understand that by this written authorization that information gathered regarding the authenticity of my diploma or its equivalent will be disclosed to third parties.

I hereby consent to the release of results of the investigation of the authenticity of my diploma or its equivalent to authorized representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of the authenticity of my high school (or its equivalent), college, or university diploma and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

MEDICAL RECORDS

CONSENT

I hereby consent for I/O Solutions, Inc., or its authorized representative to obtain my medical records from my primary physician for the period of time that my name appears on the Village of Bartlett's Final Eligibility List.

RELEASE

I understand that release of my medical records by this written authorization will result in disclosure of my medical records.

I hereby consent to the release of my medical records to authorized representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or to I/O Solutions, Inc. for appropriate review and/or dissemination to those municipalities and/or Police/Fire departments to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the disclosure of my medical records as authorized herein by me.

Agreed to:			Date
	Applicant Name, printed		
			Date
	Applicant Signature		
			Date
	Witness Name, printed		
			Date
	Witness Signature		

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

PERSONAL INFORMATION RELEASE TO MUNICIPALITY

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained concerning you. This information can include a record of all personal information, required by statute to be collected and maintained by government agencies.

RELEASE

I understand that release of the results of the historical investigation profile will result in the disclosure of information regarding me to third parties.

I hereby acknowledge the results of the investigation will be released to authorized representatives of the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners or to I/O Solutions, Inc., for appropriate review and dissemination to this municipality and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation and the disclosure of any of that information.

Agreed to:

Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

WRITTEN EXAMINATION

RELEASE

By this written authorization I understand that release of the results of my Written Examination will result in disclosure of those test results to third parties.

I hereby consent to the release of the results of my Written Examination for dissemination to the Village of Bartlett, Village of Bartlett Board of Fire and Police Commissioners and to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Bartlett, the Village of Bartlett Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Police Officer Examination or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform the I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.