

CITY OF CRYSTAL LAKE POLICE DEPARTMENT

POLICE OFFICER MINIMUM REQUIREMENTS

- \$25.00 non-refundable application fee
- U.S. Citizenship
- No Felony Convictions
- High School Diploma or Equivalent
- 60 credit hours of completed coursework from a regionally accredited college or university* **OR** two (2) years of full-time active and continuous military service in the United States Armed Forces with an honorable discharge **OR** service within the past 12 months PRIOR to application deadline (05/28/2013) as a full-time certified police officer at another jurisdiction for a minimum of one (1) year.
- Valid Driver's License
- Applicant must be 21 years of age at time of application deadline, and UNDER 35 years of age at time of application deadline **and** at such time as the initial eligibility list is established, except as otherwise determined by State Statute.
- Must possess a current and valid NIPSTA POWER Test card issued within 12 months PRIOR to the written exam date (cards considered valid only if issued 6/29/2012 – 6/29/2013 – candidates taking the POWER test after 5/28/2013 are required to bring a photocopy of the valid POWER Test card on test day.)
- Residency within 20 nautical miles of the Municipal Complex within 15 months of hire.
- Meet Visual Acuity Standard of correctable to 20/20 and shall not be color blind.
- Completion and submission of an online application and all required documentation (see checklist) by the deadline of Tuesday, May 28, 2013 at 12 noon.

Starting Salary: \$54,371.20

2011/2012 Salary Range: \$54,371.20 to \$83,720.00
(max after 6 years)

Please note contract currently being negotiated.

Generous Benefit Package includes an innovative 5-2, 5-3 schedule that allows approximately 15 extra days off each year.

Candidates who successfully pass the written exam will be invited to participate in on-site interviews within 15 business days of testing date. An Initial Eligibility List of applicants will be established in numeric order based on a minimum passing score on the written examination and oral interview (written exam 70%; oral interview 30%). We anticipate the Final Eligibility List will be established and posted in August 2013. The Eligibility List is valid for a period of two years from the date of certification or until the list is expunged.

Further participation in our process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps:

- Background Investigation with background interview and fingerprinting
- Polygraph examination which may include but is not limited to questions on topics such as: employment history, alcohol and illegal drug use, buying, selling or receipt of stolen property, theft or other criminal activity and driving record.
- In-depth psychological evaluation after conditional offer of employment
- Medical examination including drug screen after conditional offer of employment

* The college or university must be accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges



CITY OF CRYSTAL LAKE POLICE DEPARTMENT

A Nationally Accredited Law Enforcement Agency



APPLICATION INSTRUCTIONS:

- 1) Visit www.publicsafetyrecruitment.com to complete the online application for the position of Police Officer. Applications must be completed and confirmed online by 12 noon on May 28, 2013. You will receive a confirmation number when your online application is complete; save this number for your records.
- 2) Return signed release forms and requested documents (SEE CHECKLIST!) to Public Safety Recruitment, Attn.: CL Police, 1127 S. Mannheim Rd., Ste. 203, Westchester, IL 60154 BEFORE 12 noon on Tuesday, May 28, 2013. Faxed release forms will not be accepted. Sending release forms and other required documents via traceable carrier is suggested to ensure timely delivery. Documents may also be delivered by hand to Public Safety Recruitment during regular business hours (Mon.-Thurs. 9a-5p; Fri. 9a-3p; CLOSED HOLIDAYS AND WEEKENDS). Public Safety Recruitment is not responsible for late or lost documents. It is the responsibility of the candidate to ensure all paperwork is submitted properly by the deadline date.
- 3) Applicants must submit proof that they have passed the Illinois Peace Officer Wellness Evaluation Report (POWER) Test at the Northeastern Illinois Public Safety Training Academy (NIPSTA) within 12 months PRIOR to the June 29, 2013 test date. POWER test registration MUST be completed at least one week prior to the selected POWER Test session date. For more information or to register, visit www.NIPSTA.org. POWER Test cards considered valid only if issued from 6/29/12 – 6/29/13. Those taking the POWER test after the application deadline MUST bring a photocopy on test day to sign-in.
- 4) Attend Orientation and Written Exam on Saturday, June 29, 2013 at Crystal Lake Prairie Ridge High School, 6000 Dvorak Road, Crystal Lake, IL 60012. Arrive by 8:00 a.m. with photo identification (valid driver's license or state ID) to sign in. No late admittance allowed. Orientation begins at 8:30 a.m. and testing will immediately follow. Those taking the POWER test after application deadline must additionally bring a photocopy of the valid POWER test card to sign-in.

Those passing the written exam will be eligible to participate in an oral interview. Notification letters will be sent out the week of July 8, 2013 via email and postal mail. The date and time of your interview will be included.

Thank you for your interest in employment with the City of Crystal Lake. Applications must be submitted to Public Safety Recruitment by the position closing date. Should it be determined that there are minor errors or omissions in your application, you will have the opportunity to correct those errors or omissions within the time period set by Public Safety Recruitment. You must meet the deadline requirements for each portion of the process as published or directed by Public Safety Recruitment. Regarding testing for Police Officer, should you be unsuccessful in this process, for applicants who meet the minimum qualifications as listed, there is no limit on re-applying for Police Officer testing processes in the future.

All portions of the testing process are mandatory.

Failure to attend and complete any portion of the process will result in elimination from employment consideration.

Call 800.343.HIRE or email info@publicsafetyrecruitment.com with any questions.

Please visit our website to pay the application fee and complete the online application

www.publicsafetyrecruitment.com.

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday; CLOSED holidays and weekends.

CHECKLIST: CRYSTAL LAKE POLICE DEPARTMENT

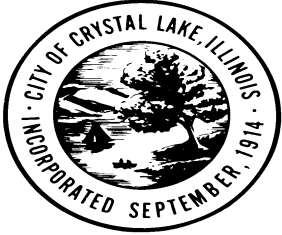
Application: <input type="checkbox"/> Confirmed online <p style="text-align: center;">(The confirmation page immediately follows the references section of the online application)</p>	Deadline: May 28, 2013 WRITE YOUR CONFIRMATION NUMBER HERE: _____
Release Forms: <i>*No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include adult family members and friends.</i>	Deadline: May 28, 2013
<input type="checkbox"/> Consumer Reports* <input type="checkbox"/> Alcohol, Drug and Substance Abuse Screening* <input type="checkbox"/> Criminal History Information/ Fingerprint* <input type="checkbox"/> Driving Record*	<input type="checkbox"/> Employment Past and 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* <input type="checkbox"/> EEO Questionnaire (optional)
Other Required Documents:	Deadline: May 28, 2013
<input type="checkbox"/> COPY of High School Diploma or GED (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable)	
<input type="checkbox"/> <u>Certified, Official</u> College/University Transcripts from a regionally accredited school and MUST show completion of at least 60 credit hours of college coursework (if applicable) (Transcripts must be issued by registrar's office or similar and on watermarked paper with seal to be considered certified and official. NO photocopies accepted.)	
<input type="checkbox"/> COPY of DD-214 (if applicable)	
<input type="checkbox"/> COPY of Police Academy Certification issued by your local Law Enforcement Training and Standards Board (must be state certified) (if applicable)	
<input type="checkbox"/> COPY of valid Driver's License (copy of front and back if you received a renewal sticker)	
<input type="checkbox"/> COPY of 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 <u>US</u> 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 <u>Hospital copy not accepted.</u>)	
OR	
<input type="checkbox"/> Copy of Valid US Passport	
OR	
<input type="checkbox"/> Copy of Naturalization Papers	
POWER Test Card/Certificate:	DEADLINE: 5/28/2013 at noon OR Bring with on Test Day
<input type="checkbox"/> COPY of valid NIPSTA POWER Test Card issued within 12 months <u>prior</u> to the June 29, 2013 written exam date (Cards considered valid only if issued 6/29/12 – 6/29/13)	
IF POWER TEST CARD/CERTIFICATE IS ISSUED <u>BEFORE</u> DEADLINE, SUBMIT THESE DOCUMENTS BY 12 NOON ON 5/28/13.	
CANDIDATES TAKING THE POWER TEST <u>AFTER</u> THE DEADLINE ARE REQUIRED TO BRING A COPY WITH THEM ON TEST DAY.	

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:

**PUBLIC SAFETY RECRUITMENT
ATTN: CL Police
1127 S. MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154**

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE CITY OF CRYSTAL LAKE OR THE CRYSTAL LAKE POLICE DEPARTMENT.



City of Crystal Lake, Illinois

Estimated Population:	40,743 (2010 Census)
Square Miles:	18.7
Fire Protection Dist. Population:	60,000
Fire Protection Dist. Square Miles:	45
Households:	15,176
Median home price:	\$227,300
Mean household income:	\$87,493
Schools:	9 Public Elementary Schools 3 Public Middle Schools 3 Public High Schools 4 Parochial Elementary Schools 1 Parochial High School 1 Private K-8 School McHenry County College, Columbia College of MO. And Webster University
Churches:	38 Churches - 26 Denominations

Crystal Lake, Illinois, located 50 miles northwest of Chicago, is a short drive from O'Hare International Airport, near several major highways and interstates. Metra commuter rail provides easy access to Chicago's Loop. The City boasts over 2.3 million square feet of retail shopping center space, and provides nearly 12,000 jobs through a large commercial, office and industrial base. The City of Crystal Lake is home to over one thousand acres of dedicated parks and open space where residents and visitors can enjoy golf, tennis, baseball, football, swimming, cycling and hiking in well-maintained, accessible areas. The Three Oaks Recreation Area provides swimming, hiking, fishing, boating and more in unique, natural environment with pristine, clear waters.

Local Attractions, Festivals and Events

- Crystal Lake beaches and water sports
- Raue Center for the Arts, featuring major Broadway productions, community theater, music and more!
- America's Cardboard Cup Regatta
- Historical Downtown District
- Antiquing at local shops
- Excellent hotel accommodations
- Over 50 local restaurants
- Numerous fitness and exercise centers
- Half-Marathons, triathlons, and 5K Runs, including the Big Woolly Adventure Race, Bob Blazier Run for the Arts and more!
- Regal Cinema Theater
- Indoor ice skating at The Crystal Ice House
- The historic Dole Mansion
- Colonel Palmer House (Museum & Archives)
- Housewalks featuring local architecture
- Farmer's Market
- Walkup Heritage Farm
- Night Clubs, Pubs and Eateries
- Chili Open Winter Golf Tournament
- Top-Quality Local Golf Courses
- Indoor playgrounds, rock climbing center
- Over 50 miles of local bike paths
- Major Festivals/Events
 - RibFest at Main Beach
 - Lakeside Festival at the Dole Mansion
 - Independence Day Parade and Fireworks
 - Memorial Day Parade
 - Johnny Appleseed Festival
 - Festival of Lights Parade
- National Night Out
-and much more!

POLICE OFFICER

Effective Date: March 17, 2008
Position Code: 0603
FLSA Status: Non-Exempt
Pay Range: See CBA

NATURE OF WORK

- This is responsible law enforcement work in the protection of life and property through the enforcement of laws and ordinances.
- Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, crime prevention, investigations, school resource duty, traffic enforcement, or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews and evaluates work methods and results through reports, observations, and discussions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Patrols residential and commercial property to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions; backs up other units as required.
- Responds to calls involving traffic accidents and other serious accidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; collects other related information and completes reports.
- Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; and prevents the blockage of sidewalks, streets, and other public accesses.
- Operates a radar unit in monitoring speed of traffic; stops violators and issues warnings or citations; may conduct appropriate tests for determination of intoxication.
- Responds to a wide range of citizen needs and requests, at times under emergency conditions; e.g., accidents, rescue efforts, search for missing person(s), alarms, and in-progress criminal activity.
- Responds to reports of criminal activity; searches buildings, residences, and surrounding areas for criminal subjects; secures scene to restore peace and protect evidence; calls for assistance as needed; provides backup to other officers engaged in confrontation or arrest activities.
- Interviews complainants and witnesses; analyzes probable sequence of events; seeks additional data through research, telephone calls, interviews and other methods; identifies, arrests, fingerprints, and takes into custody offender(s) for probable cause; advises such persons of their constitutional rights; searches for weapons or contraband; interrogates regarding act(s) committed; transports for incarceration; testifies in court proceedings to provide known facts and evidence.
- Serves as community policing officer; patrols neighborhoods on foot or in a vehicle; develops contacts with residents and business owners.
- May fill in for Community Service Officers (road obstructions, animal control etc.)
- On an assigned basis, serves as a field-training officer; patrols with recruits and instructs officers on police procedures; evaluates officers during probationary period. May be assigned as an in-house instructor for various disciplines (range officer, batons, etc.).
- Periodically practices the use of a variety of firearms and attends continuing education seminars and lectures on various law enforcement practices and techniques.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- May be assigned to other areas such as School Resource or Community Relations Officer, Investigations Unit, and K-9 unit. Job functions for these duties are described in additional documents.
- Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED); 60 credit hours of completed coursework from an accredited college or university OR 2 years of full-time active continuous military service in the United States Armed Forces with an honorable discharge, supplemented by the state-approved course of law enforcement training; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

- Knowledge of applicable federal, state, and local civil and criminal statutes and ordinances on which charges and arrests are executed, including laws of arrest, search, and seizure.
- Knowledge of police rules and regulations and standard operating procedures.
- Knowledge of street layout and the geography of the City and location of important buildings.
- Knowledge of Community Policing principles.
- Ability to handle sensitive public contacts and to deal tactfully and courteously, but firmly with the public.
- Ability to distinguish confidential material and apply departmental standards for security and privacy.
- Ability to testify in court and similar proceedings.
- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to operate a computer – both desktop and MDT.
- Ability to meet the physical requirements of the position.
- Ability to appropriately defend oneself.
- Ability to establish and maintain effective working relationships with other employees, and the public.
- Ability to communicate effectively, orally and in writing.
- Skill in the use of firearms and such other regular and special police equipment as may be assigned.
- Skill in the use of investigative and interviewing techniques.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Illinois driver’s license.
- Certification as a Police Officer by the Illinois Law Enforcement Training and Standards Board.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly while patrolling traffic in a vehicle. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may also be required to run and jump and may be involved in physical exchanges with others.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown conditions; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

PLEASE 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 City of Crystal Lake 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 City of Crystal Lake 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 CITY OF CRYSTAL LAKE OR THE COMPANY OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT OR OTHER PURPOSES.

I do not consent to the City of Crystal Lake 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)

Social Security Number

Applicant Signature

Date

DO NOT SIGN ABOVE UNLESS YOU DO NOT CONSENT!

ALCOHOL, DRUG AND SUBSTANCE ABUSE SCREENING

CONSENT

I hereby consent for the City of Crystal Lake 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 City of Crystal Lake, 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 City of Crystal Lake, 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:	<hr/>	Date <hr/>
	Applicant Name, printed	
	<hr/>	Date <hr/>
	Applicant Signature	
	<hr/>	Date <hr/>
	Witness Name, printed	
	<hr/>	Date <hr/>
	Witness Signature	
	<hr/>	Date <hr/>

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 City of Crystal Lake 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 City of Crystal Lake 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 City of Crystal Lake, 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 City of Crystal Lake 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 City of Crystal Lake 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 City of Crystal Lake 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 City of Crystal Lake, 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:		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.

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 City of Crystal Lake 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 City of Crystal Lake 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 City of Crystal Lake, 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 City of Crystal Lake'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 City of Crystal Lake 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 City of Crystal Lake, 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: _____
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.

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 City of Crystal Lake 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 City of Crystal Lake 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 City of Crystal Lake 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 City of Crystal Lake, Crystal Lake Prairie Ridge High School 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:		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.

City of Crystal Lake
Police and Fire Testing Process Questionnaire

The City of Crystal Lake is an equal opportunity employer. The City maintains information regarding individuals who apply for employment to document selection ratios for various positions. This information will not accompany your application and will not be used in any way to decide whether you will be hired. This information is CONFIDENTIAL. Applicants are encouraged to complete this form; however, this is strictly VOLUNTARY and is not a condition of employment.

1. Date: _____
2. Mr. _____
Mrs. _____ (Last Name) (First Name)
Ms.
3. Job applied for: Police Officer or Firefighter Paramedic
4. Birth Date: _____
5. Sex: Male Female
6. The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 6a, please also answer question 6b.
 - a. **Are you Hispanic or Latino?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
 Yes No
 - b. **Please select the racial category or categories with which you most closely identify by placing a check in the appropriate box. Check as many as apply.**
 - White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - Black or African American:** A person having origins in any of the black racial groups of Africa.
 - Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
7. **What is the highest level of education you have completed?**
 - High School/GED Master's Degree
 - Associate's Degree PHD
 - Bachelor's Degree Other: _____
8. **Are you a veteran?** Yes No
9. **How did you hear about the position?**
 - Flyer from City of Crystal Lake
 - Word of mouth
 - Walk-in
 - Cable TV
 - Internet – name of website: _____
 - Newspaper/Publication – name of newspaper/publication: _____
 - Other: _____

KEEP THIS FORM

CHANGE OF INFORMATION FORM

If your name appears on the final employment eligibility list for Police Officer, it is your responsibility to notify the City of Crystal Lake, in writing, if your name, address, telephone number, or job-related certifications change.

.....
I am currently on your eligibility list for Police Officer and need to amend the information originally presented in my application.

Please provide the following information, as it appeared on your application:

Name (please print)

Street Address

City State Zip Code

Telephone Number Email Address

Please provide the updated information:

Name (please print)

Street Address

City State Zip Code

Telephone Number Email Address

Signature

Please send this form to: City of Crystal Lake
Attn: Human Resources
100 West Woodstock Street
Crystal Lake, Illinois 60014