



## Mundelein Police Department – Police Officer Application

Thank you for your interest in the Mundelein Police Department. Please be sure to carefully review all application instructions and testing information.

### POLICE OFFICER APPLICATION INSTRUCTIONS:

1. Carefully review the **minimum requirements** on the following page. All requirements **must** be met by the specified deadline date(s). **Applicants who do not meet the minimum requirements will not be allowed to continue on in the testing process.**
2. Visit [Recruitment.iosolutions.org](http://Recruitment.iosolutions.org) to complete the online application for the position of Police Officer. **THE DEADLINE FOR THE ONLINE APPLICATION IS January 12, 2015.** When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.
3. Applicants may mail/ship or hand deliver application, release form and required documents:  
\*\*Applications via email will **NOT** be accepted
  - **MAIL/HAND-DELIVERY** – Gather all required documents, **sign and print** release form and place all documents into an envelope. Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:  
**IOS Recruitment**  
**ATTN: Mundelein PD**  
**1127 S Mannheim Rd, Suite 203**  
**Westchester, IL 60154**  
**Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays**
4. Application and required documents must be received by IOS Recruitment **no later than 5:00 PM on January 12, 2015.** Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or [recruitment@iosolutions.org](mailto:recruitment@iosolutions.org) with questions regarding the application, required documents or testing BEFORE the application deadline date.

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### ORIENTATION AND TESTING INFORMATION:

Candidates must attend the mandatory orientation and written examination on February 21, 2015. Doors open for sign-in at 8:00 AM. Please arrive **no later than 9:00 AM** with a photo ID (driver's license, state ID, military ID) to sign-in. Test will be held at:

**Mundelein High School**  
**1350 West Hawley**  
**Mundelein, IL 60060**

Other examinations (Preliminary background; Polygraph; Initial Oral; Performance Potential Assessment; Detailed Background; Final Oral) will be followed by psychological and medical tests after written job offer.



## **Mundelein Police Department – Minimum Requirements**

### **APPLICATION DEADLINE: January 12, 2015 at 5:00 PM**

#### **POLICE OFFICER MINIMUM REQUIREMENTS:**

- \$25 Non-refundable application fee
- Age – Must be at least 20\* years of age at time of application and less than 35 years at time of appointment, unless the candidate qualifies for an exemption as a veteran and/or police officer as provided by state statutes.
- Driver’s License - At the time of employment, the applicant must be legally eligible to operate a motor vehicle in the State of Illinois.
- Physical/Health - All applicants who are given conditional offers of employment must undergo physical and psychological examinations by Doctors selected by the Mundelein Fire and Police Commission.
- Character - Each candidate must be of good character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Compiled Statutes 65ILCS5/10-2/1-6 or any domestic violence related arrest.
- Education - Each applicant must possess a high school diploma, GED, or high school proficiency exam certificate.
- Fitness- Each applicant must possess a valid Peace Officer Wellness Evaluation Report (POWER) test card demonstrating the applicant has completed the Illinois POWER test no more than one year prior to the date of the written examination (February 21, 2015);
  - Applicants who have not taken the test within this required time frame must obtain a certificate of completion from any one of the following licensed agencies:
    - Joliet Jr. College- Joliet, IL – [www.jjc.edu/fitness-center/pages/power-testing.aspx](http://www.jjc.edu/fitness-center/pages/power-testing.aspx)
    - NIPSTA- Glenview, IL- [www.nipsta.org](http://www.nipsta.org)
    - Triton College – River Grove, IL – [www.triton.edu/power](http://www.triton.edu/power)

\*Candidates under 21 years of age at the time of application MUST have successfully completed a minimum of two (2) years of law enforcement studies at an accredited college or university to be eligible. If you are under 21, please provide a copy of your college transcripts to verify your eligibility.

#### **PREFERENCE POINT INFORMATION:**

The Board will apply preference points in accordance with Sections 10-2.1-8 and 10-2.1-9 of the Act. It is the obligation of those candidates seeking preference points to comply with the time provisions set forth in the statute and failure to so comply will result in a waiver of such claim. Candidates shall be responsible for submitting all official documentation to support their claim for preference points within the applicable time frame.

Candidates shall receive information regarding preference points and if eligible for preference points shall make a claim in writing using the commission’s standard form with proof thereof within ten (10) days after the date of the Initial or Preliminary Eligibility List or Register or such claim shall be deemed

waived. The Commissioners will prepare a "Final Eligibility List or Register" which shall include approved preference points.

The Commission shall assign preference points as follows:

A. **Veteran's Preference Points**

Applicants who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are not on may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court-martial of disobedience of orders, where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objections against war shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge, and a sworn affidavit by the applicant. Veterans and educational preference points shall not be cumulative.

B. **Educational Preference Points**

Applicants who have successfully obtained an associate's degree in the field of law enforcement, criminal justice, fire service, or emergency medical services shall receive 2.5 points and applicants who have a bachelor's degree from an accredited college or university; and persons who have been awarded a certificate attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act (50 ILCS 705/1 *et seq.*) and are currently serving as a law enforcement officer on a part-time or full-time basis within the State of Illinois shall receive five (5) points provided that the applicant has not received Veteran's preference points. A certified transcript or other appropriate documentation must be included with the request for preference points as proof of the attainment of degree.

C. **Limitations on Application of Preference Points**

Applicants for police officer may only receive a maximum of five (5) preference points, either veteran's or education. Applicants for firefighter/paramedic may only receive a maximum of ten (10) points for a combination of veterans, experience, and/or education. No application of experience preference points may be allowed that will cause any candidate on the Initial or Preliminary Eligibility List to pass over or be listed above a veteran. In the case of a tie between candidates immediately below a veteran, those tied shall be ranked according to the total they would have achieved if all experience points could have been awarded. Any remaining ties shall be broken by lottery. (65 ILCS 5/10-2.1-9)

**INTERVIEW PROCESS:**

The Commission will conduct individual interviews of the top forty (40) applicants who achieve a score of 70% or higher on the written exam.

The written scores and the interview scores will be combined and applicants will then be assigned to a preliminary eligibility list. Applicants on the preliminary eligibility list may then petition the Commission to apply Veteran's and/or Educational Preference Points. The final eligibility list will be determined after preference points are assigned. The final eligibility list shall be valid for two years from the date of approval or until all eligible candidates have been exhausted from the list.



**Mundelein Police Department – Police Officer Application Checklist**

**MUNDELEIN POLICE OFFICER APPLICATION DOCUMENTS - Due January 12, 2015 at 5:00 PM**

BE SURE TO PROVIDE ANSWERS FOR ALL APPLICABLE QUESTIONS IN THE APPLICATION. IF NOT APPLICABLE, PLEASE FILL IN "N/A." INCOMPLETE APPLICATIONS MAY RESULT IN DISQUALIFICATION.

**Confirmed Online Application**                      Write Your Confirmation Number Here: \_\_\_\_\_

**Consent and Release Agreement (2 pages) – must be signed and dated by applicant.**

**REQUIRED DOCUMENTS - Due January 12, 2015 at 5:00 PM**

**BE SURE THAT ALL PHOTOCOPIES/SCANS ARE CLEAR AND LEGIBLE.**

**COPY of High School Diploma or GED**  
Copy of high school transcripts with graduation date, copy of diploma, dated GED, or signed letter on high school letterhead is acceptable, COLLEGE DIPLOMA/TRANSCRIPTS NOT ACCEPTABLE.

**COPY of VALID DRIVER'S LICENSE**  
Include copy of both sides if license bears renewal sticker.

**COPY of BIRTH RECORD AS PROOF OF CITIZENSHIP**  
The following documents are accepted as proof of citizenship:  
• COPY of U.S. COUNTY-/STATE-ISSUED BIRTH RECORD  
• COPY of VALID U.S. PASSPORT  
• COPY of NATURALIZATION PAPERS  
Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

**COPY of College Transcripts showing completion of a minimum of two (2) years in Law Enforcement Studies at an accredited college or university (*only applicable if under 21 years of age at time of application deadline*)**

**COPY of valid Peace Officer Wellness Evaluation Report (POWER) test card demonstrating the applicant has completed the Illinois POWER test no more than one year prior to the date of the written examination (February 21,2015)**

Please deliver **signed release form** and **all required documents** to the address below by **January 12, 2015 at 5:00 PM:**

**IOS Recruitment  
ATTN: Mundelein PD  
1127 S Mannheim Rd, Suite 203  
Westchester, IL 60154**

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. I/O Solutions is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.



## **Consent and Release Agreement**

### **CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT**

#### Application and Background Check

I acknowledge that as a condition of being considered for employment with the Mundelein Police Department (“Employer”), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, I/O Solutions, Inc. (IOS Recruitment) to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act (“FRCA”) and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FRCA.

#### Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I acknowledge that successful completion of the Peace Officer Wellness Evaluation Report (POWER) test is required in order to be deemed eligible for the written examination. The POWER test should be completed before the written exam date, but no longer than one (1) year prior. No physical assessment will be required after successful completion of the POWER test. Applicants given conditional offers of employment may be

required to undergo physical and psychology examinations by Doctors selected by the Mundelein Fire and Police Commission.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

**I hereby certify that I have read this document and I understand its content.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_