



IOS Recruitment and Testing Services Northwest Suburban Police Consortium Entry Level Police Officer Application Instructions

Thank you for your interest in the Northwest Suburban Police Consortium!

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, **Monday, April 26, 2021 at 4:00 p.m.** Documents delivered after the application deadline will not be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.
2. Visit <https://iosolutions.com> to complete the online application. When you have finished the online application, you will receive a confirmation number- save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Documentation sent via **email will NOT be accepted.**
 - MAIL/HAND-DELIVERY – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:
IOS Recruitment
Attn: NWS Consortium
1520 Kensington Road, Suite 110
Oak Brook, IL 60523
4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application and/or required documents before the application deadline date. Please be aware that our business hours are M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.; closed weekends and holidays.

Orientation and Testing

Your exam will be offered electronically and you will take the exam in your own home! There will be multiple sessions offered and each will be proctored virtually. All sessions will be offered during business hours within the first week of June – it is your responsibility to ensure you have the flexibility to test during these times.

In late May you will receive an email with instructions on how to schedule and prepare for the exam. Please read through the instructions carefully before your exam date. Failure to follow the steps outlined may cause the electronic exam to not work properly, potentially resulting in your removal from the testing session.



IOS Recruitment and Testing Services Northwest Suburban Police Consortium Entry Level Police Officer Application Instructions

	Morton Grove PD	Niles PD	Northbrook PD	Park Ridge PD	Roselle PD
Age	21 years of age at the time of written examination. Applicants must be under 35 years of age when placed on the eligibility list as posted, unless exempt from such age limitation as provided in section 5/10-2.1-6 of the Fire and Police Commissioner's Act.	21 years of age at time of application and under 35 years of age, at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act.	21 years of age and under 35 years of age by date of written examination, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act.	21 years of age and under 35 years of age at the time of application deadline, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act.	21 years of age and under 35 years of age by date of written examination, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act.
Citizenship	U.S. Citizen	U.S. Citizen	U.S. Citizen	U.S. Citizen	U.S. Citizen
Driver's License	Valid Driver's License	Valid Driver's License	Valid Driver's License	Valid Driver's License	Valid Driver's License
POWER Test*	POWER test card must be dated between 4/26/2020 – 4/26/2021	POWER test card must be dated between 4/26/2020 – 4/26/2021	POWER test card must be dated between 4/26/2020 – 4/26/2021	POWER test card must be dated between 4/26/2020 – 4/26/2021	POWER test card must be dated between 4/26/2020–4/26/2021
Education	Associate's Degree <u>or</u> 60 semester hours from an accredited college/university	Associate's Degree <u>or</u> 60 hours of college credit from an accredited college/university	Associate's Degree <u>or</u> 60 semester hours from an accredited college/university	Associate's Degree <u>or</u> 60 semester hours from an accredited college/university <u>or</u> 24 months of honorable active duty and honorable discharge	Associate's Degree <u>or</u> 60 semester hours from an accredited college/university
Residency	None	Must reside within 50-mile radius of Niles Village Hall	None	None	None
Vision	Correctable to 20/20 and free from color blindness	Correctable to 20/20 and free from color blindness	Correctable to 20/20 and free from color blindness	Correctable to 20/20 and free from color blindness	Eyesight no worse than 20/40 or corrected by (and must comply with) ACOEM guidelines for Law Enforcement Officers
Other	Ability to pass all selection and training requirements; agree to two-year reimbursement of expenses	Ability to pass all selection and training requirements. New officers must sign a reimbursement of expenses (Pre-Employment Agreement) contract if they leave within four years.	Ability to pass all selection and training requirements. New officers must sign a reimbursement of expenses contract if they leave within three years.	Ability to pass all selection and training requirements. New Officers must sign a reimbursement of expenses contract if they leave within three years.	Ability to pass all selection and training requirements. New officers must sign a reimbursement of expenses agreement contract if they leave within three years.



IOS Recruitment and Testing Services Northwest Suburban Police Consortium Entry Level Police Officer Application Instructions

Additional Requirements for All Departments:

- Not have been convicted of a felony, a crime of moral turpitude, or any misdemeanor specifically listed in Section 10-2.1-6 of the Act, 65 ILCS 5/10-2.16 as amended;
- Not be a habitual user of illegal narcotics or drugs or intoxicating beverages or be an illegal gambler;
- Not be physically or mentally unable to perform the duties of the position of police officer.

Preference Point Information:

IOS Recruitment will notify applicants passing the written examinations that they may apply for preference points as outlined in Section 5/10 – 2.1.8 of Chapter 65 of the Illinois Compiled Statutes regarding education, veterans' and Illinois Police Certification preference points. Individual departments' Board of Fire and Police Commissioners may also award preference points for other qualifying circumstances and the applicant will also be notified that they may apply for preference points related to their specifically identified circumstances. Documentation of eligibility for preference points is required and the applicant must send the documentation and request for preference points within the timeframe specified.

*POWER Test Cards:

By the application deadline, all candidates must present a valid POWER test card dated between 4/26/2020 – 4/26/2021. POWER test cards may be obtained by contacting **NIPSTA (Northeastern Illinois Public Safety Training Academy)**:

- Please visit www.nipsta.org or call 847-998-8090 for information about the POWER test or to sign-up for a test date
- POWER Test Cards will also be accepted from other licensed agencies (Triton College, Joliet Junior College, etc.).



IOS Recruitment and Testing Services Northwest Suburban Police Consortium Entry Level Police Officer Application Instructions

NWS POLICE OFFICER APPLICATION DOCUMENTS DUE:

April 26, 2021 at 4:00 p.m.

- Confirmed Online Application** Confirmation Number: _____
- Consent and Release Agreement (2 pages)** – must be signed and dated by applicant
- Department Selection Form** – if not submitted you will be considered as applying to all agencies
- COPY of Official College Transcripts (unofficial college transcripts not accepted)**
Must indicate an Associate's Degree or 60 semester hours (depending on agency applying for)
- COPY of Valid Driver's License**
Include copy of both sides only 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 PAPERSHospital-issued birth certificates are not verifiable, and therefore cannot be accepted.
- COPY of Valid POWER Card dated 4/26/2020 – 4/26/2021**
Must be issued from a licensed agency and dated no more than one year prior to the written exam.
- COPY of Military DD-214 (if applicable)**

**Please deliver signed release form and all required documents to the
address below by April 26, 2021 at 4:00 p.m.:**

**IOS Recruitment
ATTN: NWS Consortium
1520 Kensington Rd. Ste. 1110
Oak Brook, IL 60523**

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment 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.



IOS Recruitment and Testing Services Northwest Suburban Police Consortium 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 Morton Grove PD, Niles PD, Northbrook PD, Park Ridge PD and/or Roselle PD (“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, IOS Recruitment (“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, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act (“FCRA”) 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 FCRA.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.



IOS Recruitment and Testing Services Northwest Suburban Police Consortium Consent and Release Agreement

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 certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

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: _____ Social Security Number: _____

Signature: _____ Date: _____

Department Selection Form – NWS Consortium 2021

Please indicate the department(s) to which you are applying below. If you do not indicate any selection, you will be considered as applying to all agencies.

Morton Grove Police Department

Niles Police Department

Northbrook Police Department

Park Ridge Police Department

Roselle Police Department