

This application must be returned
By NOON on July 17, 2023

Village of Flossmoor
Board of Fire & Police Commissioners

FACT SHEET

The information set forth in this Fact Sheet has been compiled with the intention of advising you of the standards you must meet, and the various phases of the selection process in which you will participate. This is a summary only and does not include all of the requirements involved in the application process.

While we appreciate your interest in employment with the Flossmoor Police Department, we must urge you to objectively consider whether you can successfully undergo a rigorous physical examination, a detailed scrutiny of your background, and meet the subsequent requirements to serve the Village of Flossmoor.

1. REVIEW OF APPLICATION

After the closing date, the police department will review each of the returned applications. They will look for:

- A. Is the application completely filled out?
- B. Has the release been signed?
- C. Has the applicant fulfilled the necessary preliminary requirements?

2. PHYSICAL AGILITY TEST

Police Officer Wellness Evaluation Report (P.O.W.E.R.) test must be successfully completed within 12 months prior to the oral interview. Please see below for testing times and locations:

Joliet Junior College

<https://www.jjc.edu/about-jjc/places-interest/power-testing>

Northeastern Illinois Public Safety Training Academy

<https://www.nipsta.org/201/Police-Officer-Testing-POWER>

3. WRITTEN TEST- Scheduled for July 23, 2023- Testing conducted by C.O.P.S. and F.I.R.E. Personnel Testing Service. For more information please visit <https://www.copsandfiretesting.com>
4. ORAL INTERVIEW- The selection process includes an Oral Interview before the Board of Fire & Police Commissioners, which is contingent upon the applicant's successful passing of the written examination.
5. The following documents MUST accompany your completed application when it is returned, which must be done on or before the due date:
 - A. Copy of Birth Certificate
 - B. Copy of High School Diploma or GED certificate, college degree(s), etc.
 - C. A recent photograph (**passport type**) must be attached to the application.
 - D. Signed Waiver and release form contained in the application.
 - E. Copies of any credentials pertaining to the position you are applying for.
6. If you successfully complete all phases of the selection process and are appointed to the Police Department, Candidates must live within a thirty (30) mile radius of the Flossmoor Village Hall.
7. To be eligible for appointment police candidates must be able to comply with the personal appearance and tattoo standards set forth below:

Facial Hair is limited to well-groomed mustaches, goatees, and full beards. Beards must include a Mustache, and the neck below the jaw line must be cleanly shaven. The length of the facial hair must not exceed ½ inch.

Tattoos- At no time while on duty or representing the department in an official capacity, shall any offensive tattoo or any body art be visible. Examples of offensive tattoos would include, but not limited to, those that depict nudity, violence, obscene language, could possibly appear to be gang related, or could be reasonably seen to show affiliation with groups that advocate the over throw of the US government, promote the violation of state or federal laws or promote the discriminatory treatment of others.
8. Copies of the Board of Fire & Police Commission's Rules and Regulations of the Village of Flossmoor are available for inspection at the Flossmoor Police Department.

9. **Incomplete applications will be REJECTED.** Do not leave areas blank. If question does not apply indicate with "N/A".

10. The properly completed application must be directly returned to the Flossmoor Police Department on or before the date and time indicated on the first page of the Fact Sheet.

Village of Flossmoor



FLOSSMOOR

Welcoming. Beautiful. Connected.

Board of Fire & Police Commission

Police Officer Application

Applicants Name: _____
Last First Middle

Instructions for Completion of Application

- Use black or blue ink to complete this application.
- Complete this application using block style printing, or type.
- Print legibly.
- Read each question carefully.
- Answer each question completely and accurately
- Answer all questions. Do not leave any boxes blank or questions unanswered.
- If a question does not apply to you, print or check N/A in the space provided.
- If you need additional space, use one of the "Continuation Sheets."
- Before returning the application; read, sign, and date the last page and any continuation pages, maintaining a copy for your records.
- Make sure that all required documents are attached to your application. **Failure to attach the required documents will result in your application being rejected (see attached "Fact Sheet" for a list of required documents).**
- The impression of applicant's thumbprint will be taken by FPD clerk accepting completed application packet.

Any false, misleading, or incomplete information will be grounds to disqualify you from employment with the Village of Flossmoor.

Applicant's Thumbprint

Personal Information

1. Your Full Name

Last:

First:

Middle:

2. Other Name(s), SSNs, or Dates of Birth Which You Have Used, Including Maiden Name

3. Current Street/Mailing Address

City & State

Zip Code

4. Telephone Numbers/E-mail

Home: ()

Work: ()

Cell: ()

E-mail _____

5. Age

Date of Birth (MM/DD/YYYY)

Place of Birth (City & State)

6. Social Security Number

- - -

7. **Starting with your present address, list all of the physical addresses you have had for the past 10 years, including your addresses in the military service. Include each duty station separately. PO Boxes are not acceptable**

<u>Dates (Mo/Yr)</u>		<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>From</u>	<u>To</u>				

Education

8. **Indicate by checking all boxes that apply if you have any of the following:**

GED Certificate

High School Diploma

Bachelor's Degree

Master's Degree

9. High School Name

Address

City

State

Zip Code

Dates Attended (MM/YY)

Graduated?

Grade Point Average/Scale

From: **To:**

Yes **No**

High School Name:
Code

Address

City

State

Zip

Dates Attended (MM/YY)

Graduated?

Grade Point Average/Scale

From: **To:**

Yes **No**

Education (continued)

10. College/University Name		Address		City	State	Zip Code
Dates Attended (MM/YY)		Graduated?	Grade Point Average/Scale	Degree Attained/Credit Hours		
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/University Name		Address		City	State	Zip Code
Dates Attended (MM/YY)		Graduated?	Grade Point Average/Scale	Degree Attained/Credit Hours		
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/University Name		Address		City	State	Zip Code
Dates Attended (MM/YY)		Graduated?	Grade Point Average/Scale	Degree Attained/Credit Hours		
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

11. Trade/Technical School		Address		City	State	Zip Code
Dates Attended (MM/YY)		Course Completed?	Degree Attained/Course of Study			
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Trade/Technical School		Address		City	State	Zip Code
Dates Attended (MM/YY)		Course Completed?	Degree Attained/Course of Study			
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

12. Have you ever been disciplined, suspended, or expelled from any school you have attended?
 Yes No
If YES, explain on a Continuation Sheet.

13. List any other formal education you may have, including special training courses.

14. List any professional licenses or certificates you hold or have held.

Employment History

15. Have you ever been dismissed or asked/forced to resign from ANY employment?

Yes No

If YES, explain on a Continuation Sheet.

16. Beginning with your current, or most recent employer, list ALL of the places you have worked during the last 10 year period. Keep in chronological order. List periods of school, military service (including each duty station and assigned military unit), periods of unemployment in excess of 30 days, part-time employment, temporary employment, and any volunteer or internship positions.

From Mo/Yr	Name Street Address	Job Title Supervisor
To Mo/Yr	City Phone () State Zip Code	Starting Salary Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

From Mo/Yr	Name Street Address	Job Title Supervisor
To Mo/Yr	City Phone () State Zip Code	Starting Salary Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

From Mo/Yr	Name Street Address	Job Title Supervisor
To Mo/Yr	City Phone () State Zip Code	Starting Salary Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

Employment History (continued)

From Mo/Yr	Name	Job Title
	Street Address	Supervisor
To Mo/Yr	City Phone ()	Starting Salary
	State Zip Code	Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

From Mo/Yr	Name	Job Title
	Street Address	Supervisor
To Mo/Yr	City Phone ()	Starting Salary
	State Zip Code	Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

From Mo/Yr	Name	Job Title
	Street Address	Supervisor
To Mo/Yr	City Phone ()	Starting Salary
	State Zip Code	Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

From Mo/Yr	Name	Job Title
	Street Address	Supervisor
To Mo/Yr	City Phone ()	Starting Salary
	State Zip Code	Ending Salary

Describe your duties

Full Time Part Time Seasonal Volunteer - Average number of hours worked per week

Reason for leaving

I hereby authorize the Village of Flossmoor as a potential employer to contact, obtain, and verify the accuracy of information contained in this application (or on supplemental resume, if provided) from all previous employers, educational institutions, and references.

I also authorize any prior employer, reference, school licensing or certifying entity, or other individual or entity that I have listed in this Application to provide any other information to the Village and I waive any right I may have to be notified by any individuals or organizations prior to the release of any information to the Village, including the release of information concerning any disciplinary action taken against me by former employers. I specifically consent to the disclosure of information which may be covered by a settlement agreement or other "confidentiality" provision entered into with my former employers, and I waive my rights to enforce any such prior confidentiality agreement against my former employer with regard to this disclosure. I agree to waive any claim or action in law or equity and release from any claim of liability by me whatsoever, against the Village of Flossmoor, its officers, agents and employees and any of the persons or entities listed by me on this application and their officers, agents and employees arising from the investigation, verification, providing or use of information authorized or requested pursuant to my application for employment with the Village.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. The Village of Flossmoor requires candidates to submit to a post-offer background check and pre-employment drug testing and a physical exam. I hereby consent to such tests as may be required to make a decision on my employment. I also give permission for any examination and test results or medical evaluations to be released to the Village, and to Departments with a need to know the information, by the health care providers or other entities who possess such results, including the Board of Fire and Police Commissioners.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____