



**Zion Police Department  
City of Zion**

2101 Salem Blvd

Zion, IL. 60099

Phone: 847.872.8000

[www.cityofzion.com/police-department](http://www.cityofzion.com/police-department)

## **LATERAL TRANSFER POLICE OFFICER SUPPLEMENTAL APPLICATION**

The City of Zion accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The City of Zion bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The City of Zion complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Zion Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Zion.

See the "Required Documents and Application Checklist" on page 5 of this document for complete application instructions. Please furnish us with complete information as outlined in the online application and this supplemental application. For this document, please print in black ink.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications, or examination for appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the City of Zion.

**THIS FORM IS A PART OF THE APPLICATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.**

See the Minimum Qualifications.

You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to LT. Velardi at the Zion Police Department; 2101 Salem Blvd, Zion, IL 60099; 847-746-4105.

## **Minimum Requirements and Qualifications**

Applicants for lateral transfer Police Officer appointments must meet the following minimum qualifications and requirements at the time of application:

- Have been employed, whether currently or in the past, for at least (2) two years as a full-time, non-probationary, sworn law enforcement officers by a Federal, State, County or local law enforcement agency. Applicants must be in good standing with the agency in which they served. (Part-time certification as a law enforcement officer does not meet this requirement.)
- Confirm status as a sworn municipal police officer, Illinois state trooper or county sheriff's deputy who possess State of Illinois certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen.
- Education – Must possess a High school diploma or equivalent.
- Valid Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- The applicant shall furnish with their application a copy of Birth Certificate, High School Diploma or G.E.D. Certificate, and a copy of their certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act. If applicable, the applicant shall furnish any Military Service Records, including Discharge Papers (DD Form 214). Applicants shall also provide a certified copy of their associate degree in criminal justice or law enforcement or bachelor's degree from an accredited college or university if held by the applicant.

## **Selection Process**

**Each phase of the process is pass / fail and required to proceed to the next.**

- Review of application materials.
- Interview.
- Background investigation.
- Post-offer examinations, including but not limited to: psychological assessment; polygraph; medical examination; functional capacity evaluation; and drug screening.

## **HIRING PROCESS**

Upon the request of the Chief of Police and approval of the Commission appointments to the position of Police Officer may be made through lateral appointment. The lateral appointment procedure includes the following phases:

- A. Completion of an employment application to the Police and Fire Commission
- B. A pre-screening of applicant
- C. Character background investigation
- D. Polygraph examination
- E. Oral interview – at pass/fail on order of the Commission

- F. Post offer examinations including but not limited to P.O.W.E.R. physical agility test, psychological evaluation, medical examination; vision screening; and drug screening.

Each phase of the process is pass/fail and required to proceed to the next.

### **LATERAL ENTRY ELIGIBILITY LIST**

- A. The Commission will maintain a separate list of lateral entry candidates based on their relative excellence following the oral interview and a background investigation. This list will be maintained indefinitely, in parallel to the eligibility list of candidates identified in Article II. However, no candidate will maintain eligibility on any eligibility list for a period greater than two years.
- B. The Commission will automatically add preference points to a lateral entry candidate's score prior to placement on the eligibility list.
- C. A dated copy of the lateral entry eligibility list will be sent to each person appearing thereon. When candidates are added to or stricken from the eligibility list copies of the updated list will be sent to each person appearing on the list.

### **PREFERENCE POINTS**

Under §10-2.1-8 and §10-2.1-9 of the Act, any applicant who qualifies, or is otherwise entitled to military or educational preference points shall be awarded five (5) points to their final grade average. The statutes further state that the preference points awarded under this section shall not be cumulative.

### **SELECTION**

- A. When the Commission receives a written request for appointment of a probationary police officer made by the City, applicants may be chosen from either Eligibility List in accordance with these rules.
- B. In the case of a lateral entry candidate, a conditional offer of employment shall be made only to the most qualified candidate of the top candidates on the lateral transfer eligibility list, but not necessarily the first person on the list, as determined by the Commission, in consultation with the Chief of Police or his designee, based upon an evaluation of the following qualifications at minimum:
  - 1. Law enforcement experience.
  - 2. Law enforcement training beyond the Basic Law Enforcement Course.
  - 3. Training and experience in specialty law enforcement functions.
  - 4. Background investigation; and
  - 5. Oral interview.

If the top candidate is not selected, the Chief of Police shall provide reasons for such selection. Selection is

subject to final approval of the Commission.

- C. If a conditional offer of employment is extended, a lateral entry applicant must pass a psychological examination, and a thorough medical examination (which shall include a drug screen and tests of the applicant's vision and hearing). Such examinations shall be without expense to the applicant. Examinations will be administered, scored, evaluated, and interpreted in a uniform manner. No examinations shall contain questions regarding applicant's political or religious opinions or affiliations.
- D. The Commission may conduct an exploratory discussion of matters identified by professional examinations and/or tests, which bear on the applicant's character and background.
- E. The Commission may strike from either eligibility list, any candidate who fails to meet the standards set forth for original entry. In addition, any person who is discovered to have made false representation in any document or examination or who aids in committing such fraud, to gain a position on the list shall be stricken from the eligibility list.

#### **PROFESSIONAL EXAMINATIONS AND TESTS**

- A. Psychological Examination - Each applicant for original appointment shall submit to a psychological examination by such psychologist or psychiatrist as the Board may designate. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.
- B. Polygraph Examination - Any applicant for original appointment to the Police Department of the City of Zion, Illinois, shall be required to submit to a polygraph examination at such time and place as the Board may designate. Failure of the applicant to take or successfully complete such test shall disqualify him for the position of police officer. The results of the polygraph examination shall not be singularly used to disqualify a candidate; however, they may be used to assist in focusing further background checks or in conjunction with other pre or post-test interviews together with other information or lack of information to support decisions relevant to employment status.
- C. Drug Screen – Any applicant for original or lateral appointment to the Police Department of the City of Zion, Illinois, shall be required to pass a drug screening test to establish the applicant's fitness to perform the duties of police officer. Said drug screening test shall be arranged for by the Board. Failure to pass the drug screening test shall disqualify an applicant from appointment and the applicant's name shall be stricken from the eligibility list.
- D. Medical Examinations – All medical examinations shall be performed by a licensed physician. If a candidate is found to be physically unable to perform any essential function of the job as a police officer, he or she shall be stricken from the eligibility list.

**REQUIRED DOCUMENTS & APPLICATION CHECKLIST**

The following is a checklist to ensure you complete the Application Packet as required and attach and return copies of all required certificates and other documentation. This form should be submitted with the documentation.

- Download the **Employment Application** at [www.cityofzion.com/police-department](http://www.cityofzion.com/police-department) or obtain in person at the Zion Police Department; 2101 Salem Blvd, Zion, IL 60099 \_\_\_\_\_
- Submit this completed application packet to the Zion Police Department including the following required documents:
  - Photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course \_\_\_\_\_
  - Photocopy of Driver's License \_\_\_\_\_
  - Disqualification Statement \_\_\_\_\_
  - Acknowledgement and General Release of All Claims Form \_\_\_\_\_
  - Authorization to Release Information Form \_\_\_\_\_
  - Consumer Disclosure and Authorization Form \_\_\_\_\_
  - Data Collection Form (optional) \_\_\_\_\_

**Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration.**

Applications are considered complete when the application has been completed, AND the required documents and forms have been submitted in person to the Zion Police Department, 2101 Salem Blvd, Zion, IL 60099.

**Internal Use Only**  
Date and Time Received: \_\_\_\_\_ ZPD Records Staff Initials: \_\_\_\_\_

**COMPLETE & RETURN THE FOLLOWING PAGES; ATTACH ALL REQUIRED FORMS & DOCUMENTS**

Name \_\_\_\_\_  
 Last First Middle  
 Address \_\_\_\_\_  
 Number & Street City State Zip  
 Home Phone Number ( ) Cell Phone Number ( )

Email address: \_\_\_\_\_  
 Are you a U.S. Citizen? YES \_\_\_ NO \_\_\_  
 Are you eligible to participate in the Police Pension Fund – Municipalities 500,000 and under? YES \_\_\_ NO \_\_\_  
 Do you have a valid driver's license? YES \_\_\_ NO \_\_\_  
 Do you meet the minimum requirements for this position? YES \_\_\_ NO \_\_\_  
 Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board?  
 If YES, provide date of certification: \_\_\_\_\_ YES \_\_\_ NO \_\_\_  
 Do you meet the education requirements of this position? YES \_\_\_ NO \_\_\_  
 Do you meet the work experience requirements of this position? YES \_\_\_ NO \_\_\_  
 Do you hold a valid Firearms Owners ID [FOID] card? YES \_\_\_ NO \_\_\_  
 Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

**EDUCATION**

List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL HISTORY AND CONVICTION INFORMATION (for background investigation purposes)**

*You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged.*

List all names or aliases you have used, or have been known by \_\_\_\_\_  
 Date of birth \_\_\_\_\_  
 Driver's license number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_  
 Have you ever had a driver's license in any other state? YES \_\_\_ NO \_\_\_ If YES, where? \_\_\_\_\_  
 Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?  
 YES \_\_\_ NO \_\_\_  
 If YES, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 Have you ever been convicted of a felony or misdemeanor in any jurisdiction? YES \_\_\_ NO \_\_\_

If YES, provide the following information for all convictions:

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case

Have you ever been placed on probation? YES \_\_\_ NO \_\_\_

If YES, explain: \_\_\_\_\_

Have you ever been the respondent or named in an order of protection in any state? YES \_\_\_ NO \_\_\_

If YES, explain: \_\_\_\_\_

Have you ever used marijuana or any other illegal drug? YES \_\_\_ NO \_\_\_

Have you ever been involved with the sale and/or distribution of illegal drugs? YES \_\_\_ NO \_\_\_

If the answer to either of these questions is YES, explain:

\_\_\_\_\_  
\_\_\_\_\_

List all traffic convictions and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

**LIST ALL ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER**

Address \_\_\_\_\_  
Number & Street City State Zip Date range

Address \_\_\_\_\_  
Number & Street City State Zip Date range

Address \_\_\_\_\_  
Number & Street City State Zip Date range

Address \_\_\_\_\_  
Number & Street City State Zip Date range

Address \_\_\_\_\_  
Number & Street City State Zip Date Range

**EMPLOYMENT HISTORY**

Have you ever received formal discipline during your employment as a law enforcement officer, such as written reprimands, suspension, etc.? YES \_\_\_ NO \_\_\_

**If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and dates of occurrence.**

Have you ever been discharged or forced to resign from any employment? YES \_\_\_ NO \_\_\_

**If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and date of occurrence.**



Have you had a break of service in your law enforcement career?  Yes  No

If yes, list dates not in active service, duration of break, and reason for break in service:

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Have you ever been certified as a police officer in any other state?  Yes  No

If yes, where and dates of employment:

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Have you ever held part time Police Officer employment?  Yes  No

If yes, where and dates of employment:

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Have you ever held any other professional licenses or certifications?  Yes  No

If yes, please list:

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**Describe any information regarding the following areas:**

Innovative programs you implemented or recommended:

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Commendations and/or special achievements:

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Experience using computer software:

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Please review the job description. Are you able to perform the essential job functions listed therein with or without reasonable accommodation? YES \_\_\_ NO \_\_\_

If accommodation is needed, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE**

Are you now a member or veteran of the U.S. military service, including reserve forces or National Guard?

YES \_\_\_ NO \_\_\_

If YES, which branch of service do, or did, you serve in? \_\_\_\_\_

Date and location \_\_\_\_\_

Were you ever convicted at a court-martial?

YES \_\_\_ NO \_\_\_

If YES, explain in detail: \_\_\_\_\_  
\_\_\_\_\_

Were you Honorably Discharged?

YES \_\_\_ NO \_\_\_

If NO, explain in detail: \_\_\_\_\_  
\_\_\_\_\_



## **REFERENCES**

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The Zion Police Department or its designee reserves the right to contact the references at any time.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Business phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_  
Email address \_\_\_\_\_

## DISQUALIFICATION NOTICE

The Rules and Regulations of the Zion Board of Fire and Police Commissioners (BFPC) govern the testing and hiring processes. According to the Rules, the BFPC may refuse to examine or, after examination, refuse to certify as eligible, or refuse to hire, a candidate who:

- a. is found lacking in any of the established preliminary requirements for the service for which he or she applies;
- b. is physically unable to perform the essential duties of the position to which he or she seeks appointment with or without a reasonable accommodation;
- c. abuses alcohol ,drugs or illegal narcotics (including but not limited to any marijuana use within the last 3 years and/or narcotics use within the last 5 years);
- d. has been convicted of a felony or any crime involving moral turpitude; no firefighter or police officer candidate shall be disqualified for any misdemeanor convictions except those listed in 65 ILCS 5/10-2.1-6 of the BFPC Act;
- e. has been dismissed for disciplinary reasons from any public service for good cause;
- f. has been or attempted to be deceptive or fraudulent in his or her application;
- g. is lacking in personal qualifications, educational requirements, or health qualifications;
- h. has character and/or employment references that are unsatisfactory;
- i. has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector;
- j. has been previously disqualified as an eligible candidate by the BFPC from an existing Zion Police Department eligibility list; and/or
- k. has been previously disqualified for employment with the City of Zion due to the failure of a polygraph exam, or police background investigation.

I, as a prospective candidate for a position with the Zion Police Department, have read and understood these standards for disqualification.

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

Applicant Signature: \_\_\_\_\_

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

**ACKNOWLEDGMENT and GENERAL RELEASE OF ALL CLAIMS**

**Read the following carefully before signing.**

I, the undersigned, certify that I have read and fully comprehend this application for employment in its entirety. I acknowledge that the information provided on this application for employment and other submitted application materials is true, complete, and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment / other submitted application materials, whenever or however discovered, may result in the rejection of my application for employment or termination of employment without notice or benefits.

In consideration of my participation in the employment process, I authorize an investigation by the Zion Police Department, the City of Zion or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - of my employment history, background and criminal history, credit history, education, military service, and activities. I authorize the Employer to request and receive such information. I authorize my current / former employers to furnish their records of my service, my reasons for leaving their employ, and all other information they may have concerning me, to the Employer. I understand that the Employer is not responsible for the accuracy or completeness of the information contained in any reports. I agree to cooperate in such an investigation. I hereby fully release and discharge the Employer, its successors, heirs, executors, administrators and assigns, from all rights, claims, and damages, whether to person or property, whether known, unknown, foreseen or unforeseen, and all actions of any type whatsoever, which I may have against the Employer arising out of my participation in the employment process. This release is intended to release all claims for injuries, damages, or loss of any kind whatsoever to me, my persons or property, real or personal, whether known, unknown, foreseen, or unforeseen which I may have against the Employer. I understand and acknowledge the significance and consequences of such specific intention to release all claims and do hereby assume full responsibility for any and all expenses, liabilities, injuries, damages, and/or losses that may incur from participating in the employment process.

I understand that all tests, assessments, and results thereof become the property of the Zion Board of Fire and Police Commissioners and are not subject to review.

I understand that submission of an application for employment does not obligate the Employer to engage in further review of my application for employment. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Employer to employ me.

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

Applicant Signature: \_\_\_\_\_

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

In signing this document, I understand that I am releasing or giving up certain potential legal rights. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **AUTHORIZATION TO RELEASE INFORMATION**

Date \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

I hereby authorize a comprehensive investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith, and permit the Board of Fire and Police Commissioners, Zion Police Department, the City of Zion or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the Zion Police Department.

I also authorize my previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form or related documents to the Employer. Any individual, educational institution, organization or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Employer, from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

As part of the procedure for processing my employment application, an investigative inquiry may be made into my background, which will concern my character and general reputation. Under the Fair Credit Reporting Act, I am entitled, upon my written request, to receive information as to the nature and scope of the investigation.

I also consent to the release to the Employer of any and all medical records prepared during the physical examination I am required to undergo for employment with the Zion Police Department.

If I have had any questions concerning the application process, I have contacted the Zion Police Department and discussed those questions with the Department to my satisfaction.

A duplicate of this form shall carry the same force as the original. This document is effective for two years from date indicated above.

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

Printed Name: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

If you have any questions, please contact:    Tony Velardi  
Lieutenant  
847.746.4105

