



**Zion Police Department
City of Zion**

2101 Salem Blvd

Zion, IL. 60099

Phone: 847.872.8000

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 the Lieutenant of Operations 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 or legally authorized to work in the United States.
- 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.

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:

- Completion of an employment application to the Police and Fire Commission
- A pre-screening of applicant
- Character background investigation
- Oral interview – at pass/fail on order of the Commission
- Post offer examinations including but not limited to psychological evaluation, medical examination; vision screening; and drug screening.

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

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.

LATERAL ENTRY ELIGIBILITY LIST

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.

The Commission will automatically add preference points to a lateral entry candidate's score prior to placement on the eligibility list.

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.

SELECTION

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.

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:

- Law enforcement experience.
- Law enforcement training beyond the Basic Law Enforcement Course.
- Training and experience in specialty law enforcement functions.
- Background investigation; and
- 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.

- 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.
- 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.
- 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.

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 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

Zion Police Department Lateral Transfer Police Application

PERSONAL INFORMATION

Last Name		First Name		Middle Initial
Address		City	State	Zip
Date of Birth	Place of Birth	Driver's License #	State	Exp Date
Home Tx	Cell Tx	Email Address		

List all names or aliases you have used or have been known by:

Are you a US Citizen or legally authorized to work in the United States?	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, 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_____
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 needed, please explain:		
Do you hold a valid Firearms Owners ID (FOID) card? If yes, Number:_____ Expiration:_____	YES_____	NO_____
Have you ever had a driver's license in any other state? If yes, where? _____	YES_____	NO_____

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

Address	City	State	Zip	Date Range

POLICE EMPLOYMENT HISTORY

Do you have full-time experience in a city, county, or state agency and have you completed two years of service in addition to the probationary period?		YES_____	NO_____
If yes, please indicate where and dates of service:			
Agency	Dates	Agency	Dates

Have you ever held part-time Police Officer employment? If yes, please indicate where and dates of service:		YES_____	NO_____
Agency	Dates	Agency	Dates
Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations, crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas. Note the duration of each assignment and where held. Please give reasons for transfers or reassignments.			
Have you ever received formal discipline during your employment as a law enforcement officers, such as written reprimands, suspension, etc.? If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and dates of occurrence.		YES_____	NO_____
Have you ever been discharged or forced to resign from any employment? If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and dates of occurrence.		YES_____	NO_____
Were you given a psychological examination for any police officer position?		YES_____	NO_____
If yes, please indicate for which department(s):			
Were you given a polygraph examination for any police officer position?		YES_____	NO_____
If yes, please indicate for which department(s):			
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:			
TRAINING / SKILLS / ACCOMPLISHMENTS			
List any training, skills, professional licenses or certifications that you have that pertain to the position for which you are applying:			

Have you ever implemented or recommended any innovative programs?	YES_____	NO_____
If yes, please describe:		
Have you ever received any commendations and/or special achievements?	YES_____	NO_____
If yes, please describe:		
Do you have experience using computer software programs?	YES_____	NO_____
If yes, please describe:		
MILITARY SERVICE		
Are you a member or veteran of the US military service, including reserve forces or National Guard?	YES_____	NO_____
If yes, which branch of service do/did you serve in? _____ Date and location _____		
Were you ever convicted at a court-martial? If yes, please attach a separate sheet with detailed explanation.	YES_____	NO_____
Were you honorably discharged? If no, please attach a separate sheet with detailed explanation.	YES_____	NO_____
PERSONAL HISTORY AND CONVICTION INFORMATION (for background investigation purposes) <i>You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged.</i>		
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? If yes, provide the following information for all convictions:	YES_____	NO_____
Date of Offense	Jurisdiction	Type of Offense

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: Derek Zaloudek
Lieutenant
847.746.4105

REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I:

LAST NAME	FIRST NAME	MIDDLE NAME	(PLEASE INCLUDE Jr., Sr., II, III Etc.)
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Have carefully read and understand this Disclosure and Authorization form as well as the attached Summary of Rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as Backgrounds Online, and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the company.

☐ **California, Minnesota and Oklahoma Applicants only:**
Check box if you request a copy of any consumer report ordered on you.

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES.

Signed	Today's Date
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Printed Name	Position Applied For
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Social Security Number	Date of Birth	Driver's License Number	State
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Other names you have used or are also known as: _____

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Current Address:

Street	Apt.#	City	State	Zip Code	How long here?
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Former Address:

Street	Apt.#	City	State	Zip Code	How long here?
--------	-------	------	-------	----------	----------------

Former Address:

Street	Apt.#	City	State	Zip Code	How long here?
--------	-------	------	-------	----------	----------------

May we contact your current employer? _____ Yes _____ No