

**THE CITY OF MONMOUTH, ILLINOIS
ANNOUNCES ACCEPTANCE OF APPLICATIONS FOR
POLICE OFFICER**

Orientation MUST BE ATTENDED by all applicants:

Saturday, March 9, 2019 8:30 a.m
Monmouth College Huff Center
200 N 7th St, Monmouth IL

Physical Agility P.O.W.E.R Test will follow Orientation
9:00 a.m.

Written Test will be administered to those who pass the Agility Test following a short break.
Applicants must obtain a 70% on the written test to continue in the application process.

In order to qualify to participate in the examination process, applicants must:

1. Be a minimum of 21 years of age, with a maximum of 35 years of age.
2. Be a citizen of the United States.
3. Have a high school/GED diploma.
4. Possess a valid driver's license.

EXAMINATION PROCESS:

Completed applications, including the signed doctor's permit, must be returned to the Monmouth Police Department by **Friday, March 1, 2019 at 3:00**. Applicants who pass both the physical agility and written test will continue in the application process. This process includes an intense background investigation, oral interview, post employment medical examination including a drug screen, and psychological and polygraph examinations.

STARTING SALARY:

\$41,929.52 - \$45,283.88 depending on education plus generous benefit package.
\$51,905.92 - \$56,058.40 after a one-year probation.

TO APPLY:

Applications must be picked up at:

Monmouth Police Department
500 South Main Street
Monmouth IL

Or downloaded at:

<http://www.cityofmonmouth.com/employment-info.html>

CITY OF MONMOUTH, ILLINOIS
 APPLICATION FOR EMPLOYMENT PART II
 FOR PUBLIC SAFETY POSITIONS

INSTRUCTIONS: Fill out this application completely and accurately. All statements in your application are subject to verification. Incorrect statements may bar you or remove you from employment. If writing space provided is inadequate, use the continuation sheet at the end of the form and identify continued answer by question number. PLEASE PRINT PLAINLY.

Position applied for
Date you will be available

Name (Last)	(First)	Home address	Home phone

PERSONAL INFORMATION

9. Explain your reasons for applying for this position			
10. Have you ever been a public safety officer or held a similar position? Position _____ From (date) _____	[] Yes	[] No	To(date) _____
11. Were you ever discharged or forced to resign because of misconduct or unsatisfactory service or while under investigation? If yes, explain and give names of employers	[] Yes	[] No	
12. If you hold a less-than-honorable discharge from military service, explain			
13. Person(s) to be notified in case of emergency	Name	Address	Home phone Business phone

DRIVING HISTORY

14. Do you possess a valid Illinois operator's license?	[] Yes	[] No
License Number _____ Expiration Date _____		
15. Have you ever been refused an operator's or chaffeur's license by any state? If yes, explain	[] Yes	[] No
16. Has your license ever been suspended or revoked? If yes, explain	[] Yes	[] No
17. List all traffic citations you have received in the last 12 months		
Date	City or County	Nature of Charge Disposition

CRIMINAL HISTORY

18. Have you ever been convicted of a criminal offense? If yes, explain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Have you ever been assessed a fine of more than \$25.00? If yes, explain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Are there any warrants (traffic or otherwise) now pending against you? If yes, explain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Have you ever been the victim of a crime? If yes, explain	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CONFIDENTIAL INFORMATION

THIS SECTION TO BE COMPLETED BY APPLICANTS FOR POLICE OFFICER ONLY			
22. List your addresses for the last ten years			
From	To	Street address of residence	City & State
23. List every member of your immediate family who is still living, including father, mother, sisters & brothers, and children			
Name	Address	Relationship	
24. Has any member of your immediate family ever been convicted of a serious crime? If yes, explain			
25. If you are divorced, list the name(s) of your previous spouse(s) and where they reside			

CITY OF MONMOUTH APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Fill out this application completely and accurately. All statements in your application are subject to verification. Incorrect statements may bar you or remove you from employment.

Position applied for	
Today's Date	Date of Birth
Social Security Number	
Are you legally eligible for employment in the USA? [] Yes [] No	

Name (Last)	(First)	(Middle)
Home Address		Home Phone

EDUCATION

School	Name and address of school	Subjects taken		Circle last year completed
		Major	Minor	
Elementary				5 6 7 8
High School				1 2 3 4 G.P.A.
College				1 2 3 4 Degree: G.P.A.
College				1 2 3 4 Degree: G.P.A.
Other Training				

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

EMPLOYMENT HISTORY

List jobs you have held. Put your most recent jobs first. Include military service in proper time sequence and temporary or part-time jobs if related to position applied for.

1. Employer's name	Address	Wage	From (date)	To (date)
Explain your duties			Reason for leaving	
2. Employer's name	Address	Wage	From (date)	To (date)
Explain your duties			Reason for leaving	
3. Employer's name	Address	Wage	From (date)	To (date)
Explain your duties			Reason for leaving	
4. Employer's name	Address	Wage	From (date)	To (date)
Explain your duties			Reason for leaving	

Indicate by number any of the above employers whom you **DON NOT** wish us to contact:

The facts set forth in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

City of Monmouth
Board of Fire and Police Commissioners

Public Safety Building
500 S Main St
Monmouth IL 61462
PH 309 734-8383 Fax 309 734-7934

CERTIFICATE OF PHYSICAL FITNESS

*THIS MEDICAL EXAMINATION MUST BE CONDUCTED BY A
STATE LICENSED MEDICAL DOCTOR*

The undersigned does hereby certify that he or she examined

(print applicant name)

and has found the above patrol officer applicant physically
capable of participating in the physical agility test
consisting of various strenuous exercises.

SIGNED: _____, M.D. DATE: _____

Printed name of Physician:

Physician's Office Address:

Phone Number: _____

**WAIVER/RELEASE OF LIABILITY
APPLICANT FOR PUBLIC EMPLOYMENT**

AGREEMENT made this _____ day of _____, 20____, between

_____, an applicant for employment as a police officer or firefighter, with the Monmouth Police Department or Monmouth Fire Department of the City of Monmouth, Illinois, (the "Applicant") and the City of Monmouth, Illinois; its Board of Fire and Police Commissioners; the City's and the board of Fire and Police Commissioners' employees, agents, representatives and assigns (specifically any testing agency employed by the City of its Board of Fire and Police Commissioners)(hereinafter collectively referred to as the "City"), witness:

Whereas, Applicant has applied of the City for employment as a police officer or firefighter; and,

Whereas, the City is required to subject the Applicant to a competitive testing process; and,

Whereas, the Applicant has agreed to submit to a variety of examinations including a written examination, physical ability/agility, oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the City; and,

Whereas, both parties hereto, agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment, by the City, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability/agility examination) or background investigation conducted by or for the City as part of its pre-employment screening process for the position of police officer or firefighter. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the City may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, 40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of the Applicant's own choosing.

Witness our hands and seals the day and year above written.

APPLICANT

CITY OF MONMOUTH, ILLINOIS
BOARD OF FIRE AND POLICE COMMISSIONERS

Applicant signature

By: _____
It's Chairman/Secretary

ACKNOWLEDGMENT/CONSENT BACKGROUND AND CREDIT HISTORY

As part of the application process for employment with the City of Monmouth, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicant's neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry shall include, but not be limited too, information as to the applicant's character, general reputation, personal characteristics and overall reputation in the community. The applicant has the right, within a reasonable period of time, but no later than thirty (30) days to make a request in writing to receive additional, detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a consumer reporting agency to obtain information related to the applicant's credit history. The name of the consumer reporting agency used as part of this background investigation is Kewanee Credit Bureau. and the consumer reporting agency may be contacted by placing a telephone call to the following number 309-342-6916. Furthermore, the applicant acknowledges that he/she consents and authorizes the City of Monmouth, its agents and or assigns, to conduct a background investigation and to request a report of his or her credit history. The applicant also acknowledges that said applicant has been advised of his or her creditor's rights, as follows:

“Applicant has the right under federal law, on request and the presentment of proper identification, to obtain from the above-named consumer reporting agency the following disclosures:

- (1) The nature and substance of all information in its files (except medical information) on you at the time of the request.
- (2) The sources of the information.
- (3) The creditors to whom the consumer reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If you are accompanied by another person, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal Law provides three methods by which you may obtain these disclosures from the consumer reporting agency: (1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification. (2) You may receive information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification. (3) If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge.

The undersigned agrees and consents to the release of such information to the City of Monmouth, as the

applicant's prospective employer.

Further, the undersigned has been informed that part of the background investigation contemplated hereunder may include, but is not limited to, a criminal background check to be performed by the City of Monmouth, its agents and or assigns, which may include, but is not limited to , a check of arrests of criminal and petty charges, reports of incidents to the Department of Children and Family Services, and any other reports government agencies or private entities that may provide insight as to the undersigned applicant. The applicant acknowledges that he or she consents and authorizes the City of Monmouth, its agents and or assigns, to conduct said criminal background check and to request any reports of his or her criminal history or otherwise.

Signed on the _____ day of _____, 20_____.

Applicant's Signature

I hereby agree to abide by all the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Monmouth, governing the administration of any written, physical or other examination to determine my fitness and qualifications for employment.

These Rules and Regulations have been made available for me to read at the offices of Monmouth Department of Public Safety.

Signature

Printed Name

Date

I, the undersigned, understand that all written testes and the results of all written or other tests or examinations thereof are and remain the property of the City of Monmouth Board of Fire and Police Commissioners and are not subject to examination by me.

Signature

Printed Name

Date

SAMPLE-To be signed on date of hire

EMPLOYMENT/REIMBURSEMENT AGREEMENT

TO: The City of Monmouth

FROM: Ima Sample, Police Officer

FOR AND IN CONSIDERATION of the covenants and agreements of my employment as a police officer with the City of Monmouth and other good and valuable considerations, the undersigned newly appointed police officer does hereby covenant and agree to reimburse the City of Monmouth for the following costs and expenses incurred as the result of my employment should that employment terminate voluntarily at my option or choice within two (2) years from the date of my employment:

1. All expenses of the Police Training Institute expended on my behalf; and
2. Costs expended from uniform purchases on my behalf; and
3. Costs expended for medical employment tests on my behalf.

I AGREE to reimburse these costs to the City within six (6) months of the effective date of the voluntary termination of my employment. If not paid within said six months, I agree to pay the court costs and reasonable legal fees incurred by the City of Monmouth in collection of the amounts to be reimbursed.

SIGNED: _____

WITNESS: _____

DATE: _____