



IOS - Recruitment and Testing Services



Lemont PD – Police Officer Application Instructions

Thank you for your interest in the Lemont Police Department. 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 date(s). **Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process.**
2. Visit recruitment.iosolutions.com to complete the online application for the position of Police Officer. **THE DEADLINE FOR THE ONLINE APPLICATION IS FEBRUARY 28, 2017 AT 4:00 PM.** When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.
3. Applicants may mail/ship or hand deliver application, release form and required documents:
Applications via email will **NOT be accepted
 - **MAIL/HAND-DELIVERY** – Gather all required documents, **sign and print** release form(s) and place all documents into an envelope. Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:
IOS Recruitment
ATTN: Lemont PD
1127 S Mannheim Rd
Suite 203
Westchester, IL 60154
Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays
4. Online application and required documents must be received by IOS Recruitment **no later than 4:00 p.m. on Tuesday, February 28, 2017.** Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, required documents or testing BEFORE the application deadline date.

Orientation and Testing Information:

Candidates must attend the mandatory orientation and written examination on **SATURDAY, MARCH 25, 2017**. Please arrive **no later than 8:30 a.m.** with a photo ID (driver's license, state ID, military ID) to sign-in. Test will be held at:

Lemont High School
800 Porter Street
Lemont, IL 60439

Candidates will participate in a testing process that consists of a written examination and a subjective examination. The written examination will assess cognitive ability and non-cognitive factors. Testing is expected to last approximately three (3) hours.



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Lemont Police Department – Minimum Requirements

APPLICATION DEADLINE: TUESDAY, FEBRUARY 28, 2017 AT 4:00 PM

Police Officer Minimum Requirements:

- \$35 non-refundable fee
- High School Diploma or equivalent (GED)
- At least 21 years of age, but not older than 34 years of age by the date of the written exam (March 25, 2017) unless otherwise exempt by state statute (please call IOS Recruitment to discuss exemptions)
- Valid driver's license
- Submit proof that they have passed the Illinois POWER test within the past year as of March 25, 2017 (POWER test cards considered valid if issued 3/25/16 – 3/25/17).
POWER tests are accepted from the following agencies:
 - Joliet Junior College – Joliet, IL - (815) 280-2674 or email jgraham@jic.edu
 - NIPSTA – Glenview, IL – www.nipsta.org
 - Triton College – River Grove, IL - <http://www.triton.edu/power/> or (708) 456-0300, Ext. 3326
- Attend orientation and all phases of testing
- Possess good moral character
- Pass a polygraph test, thorough background investigation, and medical examination (psychological assessment and physical evaluation)

Agency Profile:

The Village of Lemont is a community of approximately 18,000 located approximately 20 miles southwest from Chicago, just south of Interstate 55. Lemont is a vibrant, family-friendly community.

The Lemont Police Department is nationally accredited and employs 27 sworn officers, 7 part time officers and 2 community service officers.

The police department expects to hire several police officers in the next two years. The annual starting salary for a Lemont police officer is currently \$57,946.90.



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Lemont Police Department – Police Officer Application Checklist

LEMONT PD APPLICATION DOCUMENTS - DUE FEBRUARY 28, 2017 AT 4:00 PM

- Confirmed Online Application** Write Your Confirmation Number Here: _____

- Consent and Release Agreement (2 pages) – must be signed and dated by applicant.**

- COPY of High School Diploma**
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

- 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 Test Card**
Valid if issued between March 25, 2016 and March 25, 2017.

Please deliver **signed release form** and **all required documents** to the address below by **February 28, 2017 at 4:00 p.m.:**

**IOS Recruitment
ATTN: Lemont PD
1127 S Mannheim Rd
Suite 203
Westchester, IL 60154**

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.



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 Lemont Police Department (“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 (“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, 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.

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: _____ SSN: _____

Signature: _____ Date: _____