

The Berwyn Police Department is currently accepting applications for the position of police officer. Applications are available at recruitment.iosolutions.org until November 11, 2015. The application deadline is November 11, 2015 at 4:00 p.m. You must meet the following minimum requirements:

- \$50 non-refundable application fee;
- U.S. Citizenship or Legal Resident;
- High School diploma or equivalent (GED) AND one of the following:
- Successfully completed 30 hours of Law Enforcement Studies at an accredited college or university, OR
- Successfully completed 60 hours of General Studies at an accredited college or university, OR
- Minimum of two (2) years of full-time employment as a certified Peace Officer;
- Valid driver's license;
- **21 to UNDER 35 years of age at application deadline (11/11/2015);
- Valid Peace Officer Wellness Evaluation Report (POWER) AND Ladder Climb Certification issued by December 5, 2015. POWER test cards and Ladder Climb Certifications are considered valid if issued within 12/5/2014-12/5/2015;
 - POWER test may be taken at one of the following testing agencies:
 - NIPSTA – Glenview, IL – www.nipsta.org
 - Joliet Junior College – Joliet, IL - www.jjc.edu
 - Triton College - www.triton.edu/power
 - Ladder Climb Certifications may be taken at one of the following testing agencies:
 - NIPSTA – Glenview, IL www.nipsta.org
 - SUFD – Darien, IL - 708-579-2064 or email CPAT@sufd.org
- Must not have been convicted of a felony or certain misdemeanors, as defined by Statute;
- As a condition of employment, applicants must reside within the boundaries of the following counties within the state of Illinois: Cook, DuPage, Will, Kane, Lake and McHenry;
- Submit the online application and all required release forms and documents to IOS Recruitment on Wednesday, November 11, 2015 by 4:00 PM Central Standard Time (CST).

***Applicants who are 20 years of age as of 11/11/2015 may apply ONLY if he/she has successfully completed 30 hours of law enforcement studies at an accredited college or university.*

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration.

Written Exam/Orientation Information:

Saturday, December 5, 2015
Morton West High School – Cafeteria
2401 Home Ave, Berwyn, IL 60402

Doors open at 8:00 AM (CST). You are required to arrive with photo identification (valid driver's license or State ID) to sign-in. Doors close at 8:45 AM – **NO LATE ADMITTANCE.**

SALARY INFORMATION:

The starting salary for a full-time police officer is \$57,401.27 plus an excellent benefits package.

PREFERENCE POINTS:

Preference points will be offered at a later date for Military, Education, and Residency.



Berwyn Police Department – Police Officer Application Instructions

Thank you for your interest in the Berwyn 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.org to complete the online application for the position of Police Officer. **THE DEADLINE FOR THE ONLINE APPLICATION IS WEDNESDAY, NOVEMBER 11, 2015 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 release form(s) and required documents:
Applications via email will **NOT be accepted
 - **MAIL/HAND-DELIVERY** – Gather all required documents, **print and sign** 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: Berwyn 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. Application and required documents (other than the POWER card and LC Cert) must be received by IOS Recruitment by **NOVEMBER 11, 2015 at 4:00 PM**. Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.org 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 Exam on Saturday, December 5, 2015.

Test will be held at:

Morton West High School - Cafeteria
2401 Home Ave,
Berwyn, IL 60402

Doors open at 8:00 a.m. Candidates should **arrive no later than 8:45 a.m.** with **photo identification** (valid Driver's License or State ID) to **sign in**. **The written exam will begin promptly at 9:00 a.m. - NO ADMITTANCE AFTER 9:00 a.m. NO EXCEPTIONS!**

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.



APPLICATION DEADLINE: 11/11/2015 at 4:00 PM

POLICE OFFICER MINIMUM REQUIREMENTS:

- \$50 non-refundable application fee;
- U.S. Citizenship or Legal Resident;
- High School diploma or equivalent (GED) **AND** one of the following:
- Successfully completed 30 hours of Law Enforcement Studies at an accredited college or university,
OR
- Successfully completed 60 hours of General Studies at an accredited college or university,
OR
- Minimum of two (2) years of full-time employment as a certified Peace Officer;
- Valid driver's license;
- **21 to UNDER 35 years of age at application deadline (11/11/2015);
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SALARY INFORMATION:

The starting salary for a full-time police officer is \$57,401.27 plus an excellent benefits package.

PREFERENCE POINTS:

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Berwyn Police Department – Police Officer Application Checklist

BERWYN POLICE OFFICER APPLICATION DOCUMENTS – Due 11/11/2015 at 4:00 PM

BE SURE TO PROVIDE ANSWERS FOR ALL APPLICABLE QUESTIONS IN THE APPLICATION. IF NOT APPLICABLE, PLEASE FILL IN "N/A." INCOMPLETE APPLICATIONS MAY RESULT IN DISQUALIFICATION.

- Confirmed Online Application Write Your Confirmation Number Here: _____
- Berwyn Release Forms and Waivers (4 pages) – ORIGINAL INK signature required- must be signed and dated by applicant.
- Consent and Release Agreement (2 pages) – ORIGINAL INK signature required- must be signed and dated by applicant.

REQUIRED DOCUMENTS – Due 11/11/2015 at 4:00 PM

BE SURE THAT ALL PHOTOCOPIES/SCANS ARE CLEAR AND LEGIBLE.

- COPY of HIGH SCHOOL DIPLOMA or EQUIVALENT (GED)
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.
- ONE OF THE FOLLOWING IS DUE IN ADDITION TO THE HIGH SCHOOL DIPLOMA:
- Original, Official Certified College Transcripts showing successful completion of **30 hours of Law Enforcement Studies** at an accredited college or university (MUST be issued by registrar's office or similar. Photocopies are NOT acceptable. Unofficial transcripts printed from school website will NOT be accepted.)
 - OR**
 - Original, Official Certified College Transcripts showing successful completion of **60 hours of General Studies** at an accredited college or university (MUST be issued by registrar's office or similar. Photocopies are NOT acceptable. Unofficial transcripts printed from school website will NOT be accepted.)
 - OR**
 - COPY of Municipal Commission Card providing proof of employment as a sworn full-time police officer **OR** ORIGINAL, SIGNED letter from current/previous employer providing proof of dates of employment and full-time status within that municipal police department.
- COPY of VALID DRIVER'S LICENSE
Include copy of both sides only if license bears renewal sticker.
- COPY of SOCIAL SECURITY CARD
- COPY of VALID POWER TEST CARD
(Must be issued between December 5, 2014 and December 5, 2015 to be considered valid)
- COPY of VALID LADDER CLIMB CERTIFICATION
(Must be issued between December 5, 2014 and December 5, 2015 to be considered valid)
- 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 PAPERS
- Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.
- COPY of Military DD-214 (if applicable)

Please deliver **signed release form(s)** and **all required documents** to the address below by **November 11, 2015 at 4:00 PM:**

IOS Recruitment
ATTN: Berwyn 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.



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"



Chief of Police
James D. Ritz

Authorization to Release Information and Waiver

I, _____, an applicant for a position with the Berwyn Police Department (herein after "BPD") understand that the BPD needs to thoroughly investigate my personal and employment histories to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment histories to be disclosed to the BPD.

NOTE TO EMPLOYERS: 745 ILCS 46/10 entitled "No liability for providing truthful information" states:

"Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure. The presumption of good faith established in this Section may be rebutted by preponderance of the evidence that the information disclosed was knowingly false or in violation of a civil right of the employee or former employee."

I do hereby authorize any representative of the BPD bearing this release to obtain any information in your files pertaining to my employment records and direct you to release such information upon request of the bearer. I also authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the BPD, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure.

This authorization is not to include any medically related history or Workers' Compensation Act or Worker's Occupational Diseases Act claims.

I reiterate and emphasize that the specific intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the BPD to consider in determining my suitability for employment.

I consent to your release of any and all public and private information that you may have concerning me for the following:

- employment and pre-employment information, including, but not limited to, background reports and efficiency/performance ratings, attendance records, but excluding information relating to medical conditions and medical history (unless a conditional offer of employment has been made)
- any internal affairs investigations and discipline, including any files deemed to be confidential and/or sealed complaints or grievances filed by or against me
- the records or recollections of attorneys at law, or other counsel, whether representing me or any other person in any case, either criminal or civil, in which I presently have, or have had an interest, excluding any medical malpractice or workers' compensation claims
- personal background and reputation
- military service records
- educational records

- financial and/or credit records including loans, commercial or retail credit agencies (including credit reports and/or ratings)
- any and all records maintained by any criminal justice or corrections agency including incident reports, arrest records, traffic citations and criminal history information
- any information contained in investigatory files

I hereby release you, as the custodian of such records, your records, your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization to release information or any attempt to comply with it. I direct you to release such information upon request of the duly authorized representative of the BPD regardless of any agreement I may have previously made to the contrary. For and in consideration of the BPD acceptance and processing of my employment application, I agree to hold the organizations, its agents and employees harmless from any and all claims and liability associated with my employment application or in any way connected with the decision whether or not to employ me with the BPD, including any liability or damage pursuant to any state or federal laws.

I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regarding access of and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the BPD in conjunction with employment procedures.

I also understand that by signing this release, I specifically waive any written notice to me of the disclosure of any disciplinary report, letter of reprimand, or other disciplinary action as required by the Illinois Personnel Record Review Act — 820 ILCS 40/7.

A photocopy/FAX copy of this release will be valid as an original thereof, even though said photocopy/FAX copy does not contain an original writing of my signature. Should there be any questions to the validity of this release, you may contact me at the listed address below.

I further understand that I waive any right or opportunity to read or review any and all information provided in the background investigation report prepared by the BPD or its attachments and that all information and documents provided to the BPD become the property of the BPD and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents/employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or reason of complying, or any attempt to comply with this request.

By signing below, I certify that I have had adequate time to review this entire form and have read and clearly understand its purpose.

Signature: _____

Date: _____

Address: _____

Phone: _____

Date of Birth: _____

Social Security: _____

Witness: _____

Date: _____



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"



Chief of Police
James D. Ritz

RELEASE OF INFORMATION

Name of Applicant: _____
Last First Middle

In consideration for my possible employment with the City of Berwyn Police Department, I hereby authorize the Department of Police, the Board of Fire and Police Commissioners and the City of Berwyn, to conduct any and all investigation (s) which it (they) deems necessary relating to my personal background, both past and present.

Such investigation may be inclusive of, but are not limited to: driving history, credit history, criminal history, employment history, personal evaluation by employers, references and acquaintances and military service.

I agree to indemnify and save harmless the City of Berwyn and its officers and employees, agents, and any other person, agency or entity and its employees from any action arising out of the release or obtaining of such information, regardless of whether any information obtained from such investigation are accurate.

Signature of Applicant: _____

Signature of Witness: _____

Date: _____



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"



Chief of Police
James D. Ritz

DATE: _____

I, _____, _____
(Name-First, Middle, Last) (Date of Birth)

_____, _____
(Address) (City and State)

hereby grant the Berwyn Police Department and agents thereof, permission to run a driver's license record check, as well as a computerized and/or fingerprint record check to determine any prior criminal history I may have pursuant with my work application for the City of Berwyn. I understand that this information will only be utilized for the purpose stated above and will not be released to any other investigative agency without my prior permission.

SIGNED: _____

WITNESS: _____



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 Berwyn 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, I/O Solutions (“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 (“FRCA”) 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 FRCA.

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.



Consent and Release Agreement

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: _____ Social Security Number: _____

Signature: _____ Date: _____