

POLICE DEPARTMENT

EMPLOYMENT APPLICATION (PLEASE PRINT)

City of Colona
100 E. 9th Ave
Colona IL, 61241

Please fill out completely and **legibly**.
Return completed application to City Hall.
Email to: public@colonapolice.illinois.gov

FOR OFFICE USE ONLY

DATE _____

TIME _____

INITIALS _____

MILITARY [] APPROVED [] DISAPPROVED

MILITARY CREDIT CLAIM

If you claim military service credit, check the box to the right.

A copy of the Honorable Discharge or DD214 specifying an Honorable discharge must be submitted with this application.

1. Name _____

Date of Birth _____

2. Social Security Number _____

Driver's license Number _____

3. Address _____

(Number and street)

(City)

(State and Zip)

4. Is any additional information relative to your name; such as names used in previous employment necessary to enable a check on your work record? If yes please explain.

5. Phone number(s) where you may be reached: Home _____ Cell _____

6. Email Address: _____

7. Are you a U.S. citizen? _____ (if no, explain under item #18)

What position are you seeking? _____ Full Time _____ Part Time

8. Person(s) to be notified in an emergency: _____

(Number and Street) (City) (State and Zip Code)

9. List all previous addresses for the past (5) years: (for additional space use Item #18)

(Number and Street) (City) (State & Zip Code) (From) / (To)

(Number and Street) (City) (State & Zip Code) (From) / (To)

(Number and Street) (City) (State & Zip Code) (From) / (To)

(Number and Street) (City) (State & Zip Code) (From) / (To)

10. Schools attended Names and Addresses Did you graduate Degree Studies

High School _____

High School _____

High School _____

Business/Trade _____

Business/Trade _____

College _____

College _____

College _____

Other (Specify) _____

Special Qualifications (Include technical and professional licenses, academic, and professional awards, etc.)

11. Do you possess a State of Illinois Police Officer Certificate? _____

Please include a copy of your certificate.

a. Are you 21 years of age or older? _____ If no what is your date of birth? ____/____/____

b. Do you have a valid Driver's License? _____ If yes what state? _____

12. List all present and past employment beginning with the current or most recent first.

Employer's Name _____ From _____ To _____

Address _____ Telephone No. _____

Type of Business _____ Salary _____/_____

(Starting) (Ending)

Name & Title of Supervisor _____

Your Job Title _____ Reason for Leaving _____

Briefly describe the nature and duties of your position _____

Employer's Name _____ From _____ To _____

Address _____ Telephone No. _____

Type of Business _____ Salary _____/_____

(Starting) (Ending)

Name & Title of Supervisor _____

Your Job Title _____ Reason for Leaving _____

Briefly describe the nature and duties of your position _____

Employer's Name _____ From _____ To _____
Address _____ Telephone No. _____
Type of Business _____ Salary _____ / _____
(Starting) (Ending)

Name & Title of Supervisor _____
Your Job Title _____ Reason for Leaving _____
Briefly describe the nature and duties of your position _____

Employer's Name _____ From _____ To _____
Address _____ Telephone No. _____
Type of Business _____ Salary _____ / _____
(Starting) (Ending)

Name & Title of Supervisor _____
Your Job Title _____ Reason for Leaving _____
Briefly describe the nature and duties of your position _____

Attach additional information on prior employment positions held on a separate sheet.

13. May we contact your present employer? _____ Yes _____ No

14. Have you ever been fired or asked to resign from any position
Previously held? If yes, give details under item #18. _____ Yes _____ No

15. Military Service

Branch of Service _____

Date of Service _____

Highest Rank Achieved _____

Type of Discharge _____

16. Honors, Awards, and Special Qualifications: Do you have any special skills, licenses, certificates or awards that relate to the position for which you are applying? ____ Yes ____ No. If yes, please list.

17. Personal References:

Do not list relatives!!

Name: _____ Occupation: _____

Address _____ Home Phone: _____

_____ Business Phone: _____

Name: _____ Occupation: _____

Address _____ Home Phone: _____

_____ Business Phone: _____

Name: _____ Occupation: _____

Address _____ Home Phone: _____

_____ Business Phone: _____

18. Use this space to summarize any additional information to describe your full qualifications and for any explanation of answers to previous questions.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if hired, falsified statements on this application may be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.

Date: _____ NAME _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: Board of Police Commission _____ Date _____

NAME _____ TITLE _____

ACKNOWLEDGMENT/CONSENT OF BACKGROUND AND CREDIT HISTORY

As part of the application process for employment as a police officer with the City of Colona, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with applicants neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicants' character, general reputation, personal characteristics and mode of living, including and not limited to a criminal history check. The applicant has the right, within a reasonable period of time, 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 employment 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 TLO. Furthermore, the applicant acknowledges that he/she consents and authorizes the City of Colona, 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 the 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 of 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 Board of Police Commissioners of the City of Colona, as the applicant's prospective employer.

Signed and Sealed at Colona, Illinois on the _____ day of _____, 20____.

Applicant's Name

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

AGREEMENT made this _____ day of _____, 20____, between _____, an applicant for employment as a Police Officer, with the Police Department of the City of Colona, Illinois; its' Board of Police Commissioners; the City's and the Board of Police Commissioner's employees, agents, representatives, and assigns (specifically any testing agency employed by the City or its' Board of Police Commissioners) (hereinafter collectively referred to as the "City"), witness:

Whereas, Applicant has applied to the City for employment as a Police Officer; 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 examination and such other examinations, and to undergo a through background investigation, as deemed appropriate by the City; and

Whereas, the City has agreed to administer said exams, on an as needed basis and as provided by the rules and regulations of the City's Board of Police Commissioners, without expense to the Applicant; 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, or 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 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. 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 the Applicant resulting in 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, Sec.40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of the Waiver with legal counsel of Applicant's own choosing.

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

APPLICANT

CITY OF COLONA, ILLINOIS
BOARD OF POLICE COMMISSIONERS

By: _____
Chairman or Secretary

**COMPLIANCE/AGREEMENT WITH COLONA BOARD OF POLICE
COMMISSIONERS AND THE COLONA POLICE DEPARTMENT**

I agree to comply with the rules and regulations of the Colona Board of Police Commissioners and the Colona Police Department.

APPLICANT'S NAME _____

DATE _____

RESIDENCY REQUIREMENT COMPLIANCE

I agree to comply with the residency requirement of the City of Colona and the Colona Board of Police Commissioners.

APPLICANT'S NAME _____

DATE _____

APPLICANTS WILL BE REQUIRED TO PROVIDE A SIGNATURE THE DAY OF TESTING.

City of Colona

PRE-EMPLOYMENT BACKGROUND INVESTIGATION and GUIDELINES FOR DISQUALIFICATION FOR POLICE DEPARTMENT POSITIONS

KEEP THE FOLLOWING PAGES

Each candidate for a position with the City of Colona is required to undergo a background investigation. Candidates must have a high school diploma or equivalent.

If during the background investigation, admissions are made by the applicant or problems are discovered of a disqualifying nature, the applicant may be eliminated from further consideration.

Reasons for disqualification include, but are not limited to the following:

1. **Narcotics of Drug Usage.** Current or past history of the illegal use of narcotics, i.e. Morphine, Codeine, Heroin, Cocaine, Dilaudid, and Demerol, or the use of hallucinogens, i.e. Hashish, L.S.D., Marijuana, T.H.C., and P.C.P., or the abuse of dangerous drugs, i.e., Barbiturates, amphetamines, or any other prescription drug. Drug abuse would include the use of prescription drugs for a purpose other than which it is intended or the prolonged use of such drugs without a prescription or sniffing glue, paint thinner, or other chemical agents for the purpose of obtaining a state of intoxication.

2. **Immoral Conduct/Disorderly Conduct.** This includes conduct or court convictions in, but not limited to the following areas:

Abuse – emotional or physical abuse of parent, spouse, child, etc.

Promoting, procuring, compelling, soliciting or engaging in prostitution.

Corrupting Minors.

Sexual imposition.

Importuning.

Voyeurism (peeping tom).

Public indecency.

Obscenity – Disseminating material harmful to juveniles and pandering obscenity.

Incest – (sexual relations with relatives nearer than cousin).

Conviction of a crime involving disorderly conduct, i.e., fighting, public intoxication, etc., or a conviction record of three or more misdemeanors excluding traffic, of any nature.

3. **Felony Convictions.** Any conviction for a crime classified as a felony.

4. **Excessive Traffic Violations.** Having more than two moving traffic violations within the past year or been under suspension through the S.O.S. for multiple violations in the past 5 years. One DUI or DWI conviction under this section may be considered excessive. The recency of such conviction(s) will be considered.

5. **Pettit Theft.** Having a conviction record of more than one theft not amounting to a felony, or evidence found through a polygraph or an admission of thefts which tend to show a pattern over a period of time.

6. **Falsification**. Any deliberate falsehood or attempt to conceal information pertaining to the qualifications for employment or any deliberate falsehood pertaining to areas which would be grounds for automatic disqualification or a series of falsehoods in areas of less significance.
7. **Political Influence**. Has used or threatened to use political influence in securing employment or re-employment.
8. **Employment records**. A past employment record showing excessive absenteeism, poor quality production, excessive tardiness, and inability to get along with fellow employees, inability to follow orders.
9. **Gambling problems**. Has a history of convictions for gambling, associates with known gamblers, or has personal problems as a result of gambling.
10. **Financial problems**. Has a history of garnishments, law suits, bankruptcy, etc. A definite poor risk for credit, showing a lack of honesty, integrity and maturity in taking care of financial obligations.
11. **Support of family**. Failure to provide proper support for any member of your family for which you are legally responsible or failure to carry out the mandate of any court of domestic relations with reference to child support of spouse or ex-spouse.

THE CITY OF COLONA IS AN EQUAL OPPORTUNITY EMPLOYER

How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

1. Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a yard stick.*



2. 1 Minute Sit-Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*



3. 1 Repetition Maximum Bench Press

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*



4. 1.5 Mile Run

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. *The score is in minutes and seconds.*



APPENDIX A Physical Fitness Standards

1. SIT AND REACH TEST: This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Sit and Reach	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	16.0	15.0	13.8	12.8		18.8	17.8	16.8	16.3
12-15-22	14.4	13.0	12.0	10.5		17.0	16.5	15.0	14.8

2. ONE MINUTE SIT UP TEST: This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: One Minute Sit Up Test	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	37	34	28	23		31	24	18	13
12-15-22	33	30	24	19		24	20	14	10

3. ONE REPETITION MAXIMUM BENCH PRESS: This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Bench Press	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	98%	87%	79%	70%		58%	52%	49%	43%
12-15-22	88%	78%	72%	63%		51%	47%	43%	39%

4. 1.5 MILE RUN: This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: 1.5 Mile Run	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	13:46	14:31	15:24	16:21		16:21	16:52	17:53	18:44
12-15-22	14:00	14:34	15:24	16:58		16:46	17:38	18:37	20:44

How Does One Prepare for the Power Test?

1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and Reach. Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel Stretch. Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).



3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17"	5/Week
2	Walk	1.5 Miles	29'-25"	5/Week
3	Walk	2 Miles	35'-32"	5/Week
4	Walk	2 Miles	30'-28"	5/Week
5	Walk/Jog	2 Miles	27"	5/Week
6	Walk/Jog	2 Miles	26"	5/Week
7	Walk/Jog	2 Miles	25"	5/Week
8	Walk/Jog	2 Miles	24"	4/Week
9	Jog	2 Miles	23"	4/Week
10	Jog	2 Miles	22"	4/Week
11	Jog	2 Miles	21"	4/Week
12	Jog	2 Miles	20"	4/Week