



## **MT ZION BOARD OF POLICE COMMISSIONERS**

Erik Ethell, Chairman

Bob Kistenfeger, Secretary

Todd Koester, Member At Large

Thank you for your interest in joining the Mt. Zion Police Department. The Mt. Zion Board of Police Commissioners may keep a second register of qualified lateral applicants for the position of police officer. Completed applications may be submitted in person or by mail to:

Mt. Zion Police Commission  
P.O. Box 49  
Mt. Zion, IL 62549

Applications may also be returned by email to Joann Maulding at [j\\_maulding@mtzion.com](mailto:j_maulding@mtzion.com)

There is no deadline for submitting applications for those who qualify as lateral candidates. At such time a position becomes open, the Mt. Zion Board of Police Commissioners may review lateral applications submitted within the last 12 months, initiate background checks, and schedule interviews for qualified candidates. On completion of this process, the commission will rank lateral candidates in order of excellence and may extend a conditional offer of employment.

Offers of employment may be conditional upon the lateral applicant's successful completion of a psychological exam, medical exam, and drug screen. Officers hired as lateral transfers will be required to complete a 1 year probationary period.

Lateral applicants must meet the following requirements:

- Applicants must be certified peace officers through the Illinois Law Enforcement Training and Standards Board.
- Must have no less than 2 years experience with a municipal, county, or state law enforcement agency
- Possess a valid drivers license
- Must be willing to relocate within a 30 minute drive from the boundaries of the Village of Mt. Zion within 2 years of appointment.



Received:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

By: \_\_\_\_\_

## MT. ZION POLICE DEPARTMENT LATERAL OFFICER APPLICATION FORM

We welcome you as an applicant for employment with the Village of Mt. Zion Police Department. Your application will be considered with others in competition for this position. It is the policy and intent of the Village of Mt. Zion to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, political affiliation, gender, sexual orientation, age, marital status, veteran status, or physical or mental disability. This policy applies to all phases of full, part-time, and seasonal employment.

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 Village of Mt. Zion. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying. Please type or print legibly. If you have any questions about the status of your application please contact the Mt. Zion Police Department at (217) 864-5414.

**Name:**

\_\_\_\_\_  
(Last)

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(Middle)

**Address:**

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

**Date of Birth:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Telephone Number:** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**Email address:** \_\_\_\_\_

## **DRIVING RECORD & CRIMINAL HISTORY**

Do you possess a valid Illinois Driver's License? ☐ Yes ☐ No

Class \_\_\_\_\_ License Number \_\_\_\_\_

Do you have any restrictions? ☐ Yes ☐ No

If yes, please explain:

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Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

If yes, please explain:

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Have you ever been convicted of any criminal or traffic violation? ☐ Yes ☐ No

If yes, please explain (attach any documentation or additional information if necessary):

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In answering this question, you are not obligated to disclose sealed, annulled, or expunged convictions, or convictions that were pardoned by the Governor. A criminal conviction will not necessarily be a bar to employment; rather, such information is only relevant in determining whether the conviction is directly related to the job for which you are applying. Failure to honestly answer these questions will result in discontinued consideration of the application or termination of employment.

State law prohibits any individual who has ever been classified as a conscientious objector from being appointed to the Mt. Zion Police Department. Have you ever been classified as a conscientious objector? ☐ Yes ☐ No

**PREVIOUS LAW ENFORCEMENT EXPERIENCE**

PLEASE LIST YOUR PREVIOUS LAW ENFORCEMENT EXPERIENCE

**DEPARTMENT NAME AND ADDRESS**

**DATES EMPLOYED**

1.

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2.

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**WHAT POLICE ACADEMY DID YOU ATTEND? PLEASE INCLUDE CLASS OR SESSION NUMBER**

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**GRADUATION DATE**

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## MILITARY SERVICE

Branch: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Explain your service (attached any documents or additional information if necessary):

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## MISC. EMPLOYMENT INFORMATION

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you presently employed? ☐ Yes ☐ No

If yes, may we contact your current employer? ☐ Yes ☐ No

Are you presently working for the Village of Mt. Zion? ☐ Yes ☐ No

Current Position: \_\_\_\_\_

Have you previously worked for the Village of Mt. Zion? ☐ Yes ☐ No

Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you have any relatives currently working for the Village of Mt. Zion? ☐ Yes ☐ No

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

## EDUCATION & TRAINING

Select highest grade completed:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16+

Name and location of High School: \_\_\_\_\_

Graduated? ☐ Yes ☐ No ☐ GED

Training beyond High School; list any college or universities, specialized training courses, apprenticeships, or other classes you have attended or training you have taken. Please give detailed information and locations of schools or training sessions, dates attended, credits earned, major areas of study, and degrees or certificates you have received. Attach any additional pages as necessary.

Name & Location	Credits Earned	Courses or Areas of Study	Degrees Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## NON LAW ENFORCEMENT EMPLOYMENT HISTORY INFORMATION

Begin with your current employer and work back. Account for all time during the past ten (10) years including periods of unemployment. List any other work experience that may qualify you for this position. Attach any additional pages as necessary.

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed
	From: To:	Years: Months:
Supervisor Name & Title: <input type="checkbox"/> <input type="checkbox"/>		
Your last job title:	Full-Time	Part-Time Hours per week:
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
Reason for leaving (be specific):		

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed
	From: To:	Years: Months:
Supervisor Name & Title:		
Your last job title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
Reason for leaving (be specific):		

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed
	From: To:	Years: Months:
Supervisor Name & Title:		
Your last job title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
Reason for leaving (be specific):		

Employer Name Address City, State, Zip Phone number	Employment Dates	Total Time Employed
	From: To:	Years: Months:
Supervisor Name & Title:		
Your last job title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
Reason for leaving (be specific):		

## **CONTACTS & REFERENCES**

**Emergency Contact – In case of emergency notify:**

<b>Name</b>	<b>Address, City, State, Zip</b>	<b>Telephone #</b>	<b>Relationship</b>
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**Professional References – List the names of three (3) supervisors/co-workers that you have known for at least one (1) year:**

<b>Name</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Telephone #</b>
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<b>Name</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Telephone #</b>
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<b>Name</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Telephone #</b>
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**Personal References – List the names of three (3) persons (not relatives of yourself or your spouse/partner) as references to your character, integrity, honesty, personality, and qualifications for an appointment with the Village of Mt. Zion Police Department.**

<b>Name</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Telephone #</b>
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<b>Name</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Telephone #</b>
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<b>Name</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Telephone #</b>
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**PLEASE READ CAREFULLY BEFORE SIGNING:**

**I certify that all the statements in this application are true and accurate. I understand that any false statements on this application shall be considered sufficient cause for dismissal.**

**I authorize the Village of Mt. Zion to investigate any of the information contained herein, including the contacting of my references.**

**If I receive a conditional offer of employment from the Village, I agree to submit to a credit check, a psychological examination, and a physical examination, which includes a pre-employment drug test and a vision test, which I will be required to pass before being finally accepted for employment.**

**I further agree to comply with all the rules and regulations of the Village of Mt. Zion and the Mt. Zion Police Department in force now or any that may be established in the future.**

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**Applicant's Signature**

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**Date Signed**

**APPLICANTS MUST RETURN THE CONSENT AND RELEASE  
BACKGROUND INFORMATION FORM WITH THIS APPLICATION.  
THIS DOCUMENT MUST BE SIGNED AND NOTARIZED.**



## Village of Mt. Zion

### Consent and Release for Background Investigation

I, \_\_\_\_\_, acknowledge that I am seeking employment in a safety-sensitive field and that establishing my employment eligibility requires a thorough investigation into my background and character. Furthermore, I acknowledge and agree that as a condition of being considered for employment with the Village of Mt. Zion, or for maintaining my continued employment with the Village of Mt. Zion, it is required that I consent to a complete and thorough investigation of my background to determine whether I am a suitable candidate for the position of police officer with the Village of Mt. Zion.

#### Mandatory Background Investigation

I authorize the Village of Mt. Zion to conduct a background investigation of me, which shall include, but shall not be limited to:

- (1) A review of my complete employment history;
- (2) A review of my complete criminal history;
- (3) A review of my complete civil case history;
- (4) A review of driving records;
- (5) A background check with the Department of Children and Family Services;
- (6) Interviews with my personal references, including those named by me and those that are developed;
- (7) A review of all internal investigation files from any previous employers;
- (8) A verification of academic credentials and licenses;
- (9) A verification of residential history, including interviews with current or former landlords;
- (10) A review of applications, test results, interview results, and other information from any other law enforcement agency where I have applied.
- (11) A review of my military service history, if any; and
- (12) A review of the Illinois Law Enforcement Training Standards Board's records and officer misconduct database.

#### Credit Check

I hereby consent to the employer obtaining and reviewing any credit and consumer reports, as permitted under the federal Fair Credit Reporting Act and local or state credit privacy laws, if applicable. I understand that the Fair Credit Reporting Act, 15 U.S.C. 1681, et seq., authorizes me

to request a copy of any consumer credit report from the consumer reporting agency that compiled the report.

#### Consent to Release Information

I hereby consent to the release of all employment records from my current and former employers, including, but not limited to:

- (1) Job applications
- (2) Personnel files;
- (3) Internal investigations;
- (4) Complaints or grievances filed by or against me, or another person, in any case which I presently have or have had an interest;
- (5) Separation agreements;
- (6) Pre-employment evaluations;
- (7) Tests;
- (8) Questionnaires;
- (9) Fitness-for-duty examinations; and
- (10) Any other information obtained about me by the entity to whom this Consent is presented.

#### Consent to Required Interviews and Evaluations

I further agree to participate in a personal interview, testing process, polygraph examination, post-offer psychological evaluation and medical evaluation, or any combination of those examinations or tests, as determined by the Village of Mt. Zion.

#### Confidentiality

All information obtained by the Village of Mt. Zion under this background investigation shall be confidential and safeguarded against disclosure to all unauthorized persons as required by law. However, nothing prevents the employer from using the information obtained to evaluate my suitability for employment.

I specifically consent to the disclosure of information that may be covered by a settlement agreement or other confidentiality provision entered into with my former employers, and I waive any rights to enforce any prior confidentiality agreement against my former employer about this disclosure.

#### Waiver of Privacy

I waive any right or claim to privacy in such information and consent to the disclosure of information that may be exempt from disclosure by law.

I waive any right I may have to be notified by any individuals and organizations named in my application for employment before the release of any information to the employer, including the release of information concerning any disciplinary action taken against me by former employers.

### Indemnification

In exchange for this release of all of my personnel information, I agree to release, discharge, and hold harmless any person, firm, or entity and their employees and agents that disclose information in response to receipt of this consent, from any liability for all claims, liabilities, causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to the disclosure of any personal information as described above. I further release and hold harmless the Village of Mt. Zion and the Village of Mt. Zion's respective personnel, employees, and agents from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at the Village of Mt. Zion or the decision to hire me, not to hire me, or retain me in my position.

I have read and fully understand the consents of the "Consent and Release for Background Investigation".

\_\_\_\_\_  
(Applicant Signature)

SUBSCRIBED AND SWORN BEFORE

\_\_\_\_\_  
(Applicant Printed Name)

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Applicant Social Security Number)

\_\_\_\_\_  
Notary Public Sign Here

## VERY IMPORTANT

RETURN THIS CHECKLIST WITH YOUR APPLICATION. MAKE SURE ANY AND ALL DOCUMENTATION LISTED BELOW ARE INCLUDED. WITHOUT THESE DOCUMENTS YOUR APPLICATION MAY BE CONSIDERED INCOMPLETE.

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Photocopy of Applicant's Driver's License
- \_\_\_\_\_ Photocopy of Birth Certificate
- \_\_\_\_\_ Photocopy of Proof of Education Documents (If Applicable)
- \_\_\_\_\_ Military Discharge Documentation (If Applicable)
- \_\_\_\_\_ Photocopy of ILETSB Academy Certificate
- \_\_\_\_\_ Consent and Release Background Information Form

Applicants who do not include all required documentation are subject to disqualification from the testing process. If you have any questions or need any assistance please contact Joann Maulding at the Mt. Zion Police Department at 217 864 5414.