



**Village of Orland Park**  
**Board of Fire and Police Commissioners**

**APPLICATION FOR THE OFFICE OF POLICE OFFICER**  
**FORMS AND GENERAL INFORMATION**

***IMPORTANT NOTICE:***

**Return of Application Materials**

To be eligible for consideration for the position of Police Officer for the Village of Orland Park, all candidates **MUST** return their completed application (Pages 5-8) as follows:

Candidates may either mail the completed Application (Pages 5-8) to the following address assuring that it is postmarked no later than March 16, 2018, or alternatively, candidates may personally deliver the application to the following address making certain that it is delivered no later than 5:00 p.m. on March 16, 2018. Failure to comply will result in the candidate's removal from any further consideration.



**Orland Park Police Department**  
**Attn: Board of Fire and Police Commissioners**  
**15100 S. Ravinia Ave.**  
**Orland Park, IL 60462**

## Village of Orland Park Office of Police Officer ***Important Information***

**Applications:** Applications for the position of Police Officer are available for pick-up beginning on February 12, 2018 at the **Orland Park Police Department, (15100 S. Ravinia Ave., Orland Park, IL)** or can be downloaded directly at [www.orlandpark.org](http://www.orlandpark.org). All applications with all documentation as outlined on Page 3 must be returned in a manner as instructed on the cover page.

**Orientation Session:** Attendance at the Orientation is **MANDATORY**. Spouses or significant others are invited to attend so that they may better understand the obligations and necessary commitment expected of our prospective officers. Orientation will be held on Saturday, April 7, 2018 at 9:00 a.m. at the Orland Park Civic Center located at 14750 S. Ravinia Ave., Orland Park, IL. Applicants whose last names begin with A-L shall report at 8:15 a.m. Applicants whose last name begins with M-Z shall report at 8:30 a.m. There will be no further notification.

**Physical Ability Exam:** This testing requirement will be satisfied by participating and satisfactorily passing physical ability testing as monitored by the Northern Illinois Public Safety Training Academy (NIPSTA). Only those candidates who have satisfactorily passed all testing requirements and have been issued a NIPSTA card will be eligible to take the written exam. Those who have been issued a NIPSTA card between the dates of **October 28, 2017 and April 28, 2018** will be eligible to take the written exam. A copy of the NIPSTA card must be presented with the original application or at the time of the written examination. Failure to provide this card at the time of the written exam will disqualify the candidate from further consideration.

**Written Examination:** **ONLY** those who have attended the Orientation and submit a NIPSTA card will be eligible to participate in the written examination. The written examination will be held on Saturday, April 28, 2018 at the Orland Park Civic Center located at 14750 S. Ravinia Ave., Orland Park, IL. Those candidates whose last name begins with A-L shall sign-in at 8:30 a.m. with testing to begin immediately thereafter. Candidates whose last name begins with M-Z shall sign-in at 11:00 a.m. with testing to begin immediately thereafter.

**Oral Examination:** **ONLY** those who have complied with all testing mandates and have satisfactorily passed the written examination will be eligible for the oral examination before the Board of Fire and Police Commissioners.

**NOTE:** Those who have followed all application requirements and have satisfactorily passed the written examination will be placed on the police officer initial eligibility list in the order of their written scores in addition to any preference points that they are eligible to claim. Candidates will then be selected in numerical order for purposes of an oral examination as vacancies may occur. Any candidate who passes the oral exam may be conditionally appointed at which time the candidate must then satisfactorily pass a physical exam, optical exam, psychological exam, and **a full background examination** prior to admission into a certified police academy.

## POLICE OFFICER INFORMATION AND APPLICATION REQUIREMENTS

- CITIZENSHIP:** All candidates must be a citizen of the United States at the time of application filing.
- AGE:** All candidates must not be less than twenty-one (21) years of age and not more than thirty-five (35) years of age (unless otherwise permitted by statute) as of the date of the Orientation session.
- EDUCATION:** Must have two (2) years of college credits (minimum of sixty (60) semester hours) or one and one-half (1 ½) years of college credits ( minimum forty-five (45) semester hours) and one year of continuous active duty in the Armed Forces of the United States of America.
- GENERAL PHYSICAL CONDITION:** Must be able to satisfactorily demonstrate sufficient physical agility and muscular coordination to pass a rigid physical ability test and optical examination.
- MANDATORY DOCUMENTATION:** At the time that the application is returned, the following documents must have been requested or otherwise accompany the application. All documents become the property of the Board of Fire and Police Commissioners.

- (1) Application filled out in its entirety and signed where applicable;**
- (2) Copy of Birth Certificate;**
- (3) Copy of Driver's License;**
- (4) Copy of NIPSTA Card (exhibiting that testing took place between the dates stated on Page 2). The NIPSTA card is to be provided no later than the date of the written examination;**
- (5) College transcripts to be SENT directly to the Board of Fire and Police Commissioners at the address as outlined on the cover page. Do not hand deliver copies of transcripts to the Board. All college transcripts are to be independently sent by the applicable college(s) and bear the official college seal;**
- (6) *If applicable:* If the candidate has prior military service, submit service discharge certificate AND DD #214 form;**
- (7) *If applicable:* If the candidate has prior law enforcement experience, submit a copy of certification as issued by the Illinois Law Enforcement Training and Standards Board.**

**PREFERENCE POINTS:**

Preference points may be awarded as provided by Illinois law.

**BENEFITS:** Starting salary will be announced. The compensation plan includes step increases based on meeting minimum standards and placement in salary range. The current employee benefits program includes the choice of an HMO, Consumer Driven Health Plan (HDHP/HSA), and two traditional PPO Plans administered through BlueCross and BlueShield of Illinois. The Village also provides a wellness program, dental, vision, life insurance and a flexible spending account program at no monthly cost to employees. Paid vacation, personal, sick days and holidays are provided.

**MISCELLANEOUS:** There will be no deviation or exception to any of the application requirements as described in this document. Please plan accordingly. Do not wait until the last minute to obtain the mandatory documentation.

Return only Pages 5-8 of the Application as described on the cover page.

Should you change addresses or phone numbers during the application process, it is imperative that you contact the Board in writing within twenty-four (24) hours and provide updated contact information.

**APPLICATION FOR POSITION OF POLICE OFFICER**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
First Name Middle Name Last Name

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City, State

Home Address: \_\_\_\_\_  
Street Address City/Town State Zip Code

Home Telephone: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ US Citizen:  Yes  No

**EDUCATION:**

High School: \_\_\_\_\_  
School Name City, State

Did you graduate?  Yes  No

Do you have at least sixty (60) semester credit hours from an accredited college or university?  
 Yes  No Total Credit Hours: \_\_\_\_\_

College(s): \_\_\_\_\_  
Name of College/University City, State

Did you graduate?  Yes  No Degree: \_\_\_\_\_

College(s): \_\_\_\_\_  
Name of College/University City, State

Did you graduate?  Yes  No Degree: \_\_\_\_\_

Post-Graduate: \_\_\_\_\_  
Name of College/University City, State

Did you graduate?  Yes  No Degree: \_\_\_\_\_

**MILITARY SERVICE:**

Have you served in the military?  Yes  No

If Yes; Were you honorably discharged?  Yes  No

Branch of Service: \_\_\_\_\_

Highest Rank Achieved: \_\_\_\_\_

**CRIMINAL HISTORY:**

Have you ever been convicted of any type of criminal offense?  Yes  No If yes, please explain:

**EMPLOYMENT HISTORY:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Street Address  
Job Title: \_\_\_\_\_  
City, State, Zip  
Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Street Address  
Job Title: \_\_\_\_\_  
City, State, Zip  
Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Street Address  
Job Title: \_\_\_\_\_  
City, State, Zip  
Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Street Address  
Job Title: \_\_\_\_\_  
City, State, Zip  
Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \_\_\_\_\_  
Street Address  
Job Title: \_\_\_\_\_  
City, State, Zip  
Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**ACKNOWLEDGEMENT TO ABIDE BY ALL RULES AND REGULATIONS,  
AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION**

I hereby agree to abide by all Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Orland Park, Illinois, during and after the giving of any examination, during any probation period to which I might be appointed, or as a regular member of the Orland Park Police Department.

These Rules and Regulations are available for me to read at the Orland Park Police Department.

I understand that all tests and the results thereof become the property of the Board of Fire and Police Commissioners of the Village of Orland Park, Illinois and are not subject to review.

Pursuant to Section 606, Title VI, United States Code, I hereby acknowledge notification that an inquiry may be requested to procure information relating to my character, general reputation, personal characteristics and mode of living, and that if such request is made, the nature and scope of the inquiry will be provided to me upon my written request.

In connection with any inquiry which might be requested, I hereby authorize all public and private individuals, including neighbors, friends, associates or acquaintances, corporations, organizations, firms, institutions, agencies and consumer reporting agencies who possess information about me, and/or act as custodians of any records relating to me, to release to the Board or Fire and Police Commissioners of the Village of Orland Park, Illinois, or any designated representative thereof, any and all information concerning my background and personal history, my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living and to allow copies to be made of any requested data in any format.

A duplicate of this form shall be deemed an original. All persons receiving a copy of this Authorization are requested to provide that which is requested. All persons providing what is requested are released from any liability or claim for damages on account of furnishing the same.

**RELEASE**

I, the undersigned, individually and for my executors, administrators, personal representatives, heirs, agents, servants, employees, successors and assigns, and each and every one of them, for the consideration of making application to the Board of Fire and Police Commissioners of Orland Park, Illinois, for the examination for the appointment of a position on the Orland Park Police Department, and for being permitted to participate therein and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, do for myself, individually and for my executors, administrators, personal representatives, heirs, agents, servants, employees, successors, assigns, and each and every one of them:

DO HEREBY REMISE, RELEASE AND FOREVER DISCHARGE the Board of Fire and Police Commissioners of Orland Park, Illinois, and the Village of Orland Park, Illinois, an Illinois municipal corporation, and their agents, servants, employees, officers, officials, insurers, successors and assigns, and each and every one of them, from any and all liability, claims, demands, actions and causes or action which I have or may have, individually and for my executors, administrators, personal representatives, heirs, agents, servants, employees, successors, assigns, and each and every one of them, against the Board of Fire and Police Commissioners of Orland Park, Illinois, and the Village of Orland Park, Illinois, an Illinois

municipal corporation, its agents, servants, employees, officers, officials, insurers, successors and assigns, and each and every one of them, arising or growing out of any accident, casualty, incident, or event from the beginning of the world, including but without limiting the generality of the foregoing, all claims, demands, actions or causes of action and obligation of every kind and nature for all known and unknown, anticipated, unanticipated personal injuries, property damage or any other injury, damage, or loss in connection with the application aforesaid and the examinations and tests, and procedures and programs in connection therewith.

I DO HEREBY CERTIFY and represent to the Board of Fire and Police Commissioners or Orland Park, Illinois, and the Village of Orland Park, Illinois, that I am physically and mentally fit and able to participate in the examination and tests, and procedures and programs in connection with the aforesaid application.

I HAVE READ THIS RELEASE OF ALL CLAIMS; I UNDERSTAND IT AND I INTEND TO BE BOUND BY IT.

IN WITNESS WHEREOF, I have set my hand and seal this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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