



VILLAGE OF TILTON POLICE DEPARTMENT

PROBATIONARY POLICE OFFICER APPLICATION PACKET

APPLICANT INFORMATION

Probationary Police Officer Applicant:

We appreciate your interest in applying for the position of Probationary Police Officer. The Village of Tilton accepts applicants who are already fulltime certified police officers within the State of Illinois or another state. We also accept applicants who are part-time certified police officers within the State of Illinois who wish to become fulltime officers through a transition course paid for by the Tilton Police Department. Out of state certified Police Officers must take approved courses through the State of Illinois and pass a certification exam to be Certified through the State of Illinois as a Police Officer.

The Minimum eligibility requirements for Probationary Police Officer are:

- Full or Part-time certified Police Officer through the State of Illinois (Lateral)
- Full time certification out of state (Lateral)
- 21 years of age (Entry/Lateral)
- Be physically fit and have good vision. (Entry/Lateral)
- Successful completion of Physical agility. (Entry)
- Minimum High School diploma or GED (College Preferred) (Entry/Lateral)
- Reside 16 miles from the Village of Tilton and within the State of Illinois (Entry/Lateral)
- Pass background check, psychological screening, medical exam and oral interview with command and Police Committee. (Entry/Lateral)
- Valid Illinois Firearms Owner Identification (FOID) Card and Valid Driver's license (Entry/Lateral)

Applications, Certifications and any other supporting documents are to be turned into:
Village Hall 1001 Tilton Road Tilton, IL 61833.

**SEE THE LAST PAGE IN THIS PACKET FOR INFORMATION ON COMPLETING
YOUR FINAL APPLICATION PACKET.**



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APPLICATION FOR EMPLOYMENT

SUBMIT TO: Tilton Police Department
1001 Tilton Road
Tilton, Illinois 61833
Attn: Chief of Police

INSTRUCTIONS: Please Print or Type. Notarize Signature is required on last page. Applicant may attach resume and/or other documentation in support of the application. All documents should be on a letter size paper (8 1/2" x 11") and should read from the top or left side. Staple the completed application and all documents in the upper left-hand corner. Do not use binder, folder or presentation cover.

Applicant's name: _____
First Name Middle Last Name Previous Last Names

Present Address: _____
Number and Street Apt/ Unit Number City State Zip Code

Telephone: (____) _____ **Work/Daytime:** (____) _____

Email Address: _____

Birth Date: _____
(Must be 21 years of age or older (Unless a certified police officer))

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

It is the policy of the Village of Tilton that all persons are entitled to equal employment opportunities, and therefore, the Village does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex or physical or mental handicap unrelated to ability, provided the employee or applicant is qualified and meets the physical requirements and regulations of the job.

RESIDENCY REQUIREMENT

All Police Officers shall be required to reside within Vermilion County within 16 miles from the Village of Tilton Corporate boundaries and within the State of Illinois.



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QUESTIONNAIRE

ELIGIBILITY QUESTIONS FOR PROBATIONARY POLICE OFFICER APPLICANTS

The following questions relate to the basic requirements for the position of Probationary Police Officer:

- ☐ Yes ☐ No Do you currently reside within the residency requirements?
- ☐ Yes ☐ No If not, are you willing to move in order to satisfy the residency requirements?
- ☐ Yes ☐ No Do you have a High School diploma or the equivalent of a High School diploma?
- ☐ Yes ☐ No Do you have good vision or correctable to 20/40 with normal color and depth perception?
- ☐ Yes ☐ No Are you a citizen of the United States of America?
- ☐ Yes ☐ No Have you ever been classified by any government agency as a conscientious objector?
- ☐ Yes ☐ No Have you ever been convicted of a felony or a crime involving moral turpitude?

GENERAL QUESTIONS FOR PROBATIONARY POLICE OFFICER APPLICANTS

- ☐ Yes ☐ No Are you presently or have you ever been an employee of the Village of Tilton?
If yes, which department: _____ When: _____?
- ☐ Yes ☐ No Do you hold a valid vehicle operator's license? Class: _____ State: _____ Lic. Number: _____
- ☐ Yes ☐ No Do you have a valid Illinois Firearms owner identification card?
- ☐ Yes ☐ No Do you hold any technical or professional licenses? List type and issuing State: _____

- ☐ Yes ☐ No Are you a certified police officer within Illinois or another state? If so where: _____
- ☐ Yes ☐ No Are currently or ever been listed as a defendant in a civil lawsuit? If yes, explain _____



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BACKGROUND VERIFICATION FORM 1

Applicant Information

First Name		Last Name	
Current Address		Since:	Date to: From:
Previous Address		Since:	Date to: From:
Social Security#		Date of Birth	
Gender		Phone#	
Driver's License#		State of Issuance	
Email Address		Other	

Employment History (PAST 5 EMPLOYERS IF APPLICABLE AND EXPLAIN ANY GAPS OF EMPLOYMENT)

Company/Employer Name	Dates of Employment	Position/Title	Employer City & State	Supervisor Contact Number
1.				
Reason for leaving or still employed?				
2.				
Reason for leaving or still employed?				
3.				
Reason for leaving or still employed?				
4.				
Reason for leaving or still employed?				
5.				
Reason for leaving or still employed?				



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BACKGROUND VERIFICATION FORM 2

Qualification/ Education

Institute/School Name	Dates Attended: (MM/YY-MM/YY)	Institute/School Phone	City/State	Degree Earned	Major

PROFESSIONAL LICENSES *(including BAR affiliation)*

Type of License:	License#	State
Type of License:	License#	State

Personal References

Name	Address	Phone Number	Years Known	Relationship
1.				
2.				
3.				
4.				
5.				
6.				



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APPLICATION/EMPLOYMENT AGREEMENT

ATTENTION: APPLICANTS MUST READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS APPLICATION

I hereby certify and affirm that this application contains no misrepresentations of falsifications, omissions or concealments of materials fact, and that the information given by me is true and complete to the best of my knowledge. I am aware that statements made by me on this application are subject to later investigation and verification. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission or concealment of material fact, my application may be rejected and my application may be voided and not be accepted for consideration for employment with the Village of Tilton. If I am already employed by the Village of Tilton as a police officer, I may be dismissed from my position as a police officer.

(Signature of Applicant)

Date: _____

NOTARY

Sworn before me this _____ day of _____ 20 _____

(SEAL)

Notary Public



VILLAGE OF TILTON POLICE DEPARTMENT

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RELEASE OF PERSONAL INFORMATION

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION for use by the VILLAGE OF TILTON, ILLINOIS

I, _____, do hereby authorize a review and full disclosure of all records
(Print full name, including Maiden Name if applicable)
Concerning myself to the Village of Tilton and any said agents of the Village of Tilton whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of employment; law enforcement agencies; educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); other financial statements or records wherever filed; medical and psychiatric treatments and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the Village of Tilton, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Village of Tilton and all agents of or working for the Village of Tilton, Illinois from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the Village of Tilton Police Department through the Village of Tilton.

A photocopy of this release form will be as a valid as original thereof, even through the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

(Signature of Applicant-Full Name as Printed Above)

Address: _____

City, State, Zip: _____

Date of Birth: _____

Social Security Number: _____

NOTARY

Sworn before me this _____ day of _____ 20____

Notary Public (Signature)

(SEAL)



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APPLICANT DATA RECORD

All applicants and employees are treated without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Date Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: _____

Position(s) Applied for: _____

Referral Source: ___Newspaper ___Radio ___Postcard ___Walk-in ___Village of Tilton Website/Social Media
___Friend/Relative ___Agency/Recruiter ___Other: _____

Name _____ Phone (____) _____
Last First Middle Area Code

Address _____
Number Street City State Zip Code

Affirmative Action Information

Government agencies require periodic reports on gender, ethnicity, impairment, and veteran status of applicants. This date is for analysis and affirmative action only. Submissions of information is voluntary.

Gender: ___Male ___Female

Race/Ethnic Group:

- ☐ White (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Not Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ American Indian or Alaska Native (Not Hispanic or Latino)
- ☐ Two or More Races (Not Hispanic or Latino)

Veteran Status:

- ☐ Vietnam Era Veteran
- ☐ Special Disabled Veteran
- ☐ Other Protected Veteran
- ☐ Impairment: _____



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Application Check List

INCLUDE THIS CHECKLIST WITH YOUR APPLICATION PACKET WHEN RETURNING IT.

**Applications are to be mailed or hand delivered to:
Tilton Police Department 1001 Tilton Road Tilton, IL 61833**

We cannot accept faxed copies of applications or required attachments.
Phone 217-477-0800 Ext. 103 and leave voicemail for clarification on any questions.

EACH APPLICATION SUBMITTED MUST INCLUDE ALL OF THE ITEMS LISTED BELOW

- ☐ Application for Employment (page 2)
- ☐ Questionnaire (page 3)
- ☐ Background Verification Form 1&2 (page 4 and 5)
- ☐ Application/Employment Agreement (page 6) (**MUST BE NOTORIZED**)
- ☐ Release of Personal Information (page 7) (**MUST BE NOTORIZED**)
- ☐ Application Data Record (Page 8)
- ☐ Copy of Birth Certificate
- ☐ Copy of Driver's License
- ☐ Copy of FOID card (if Illinois Resident)
- ☐ 2-Character Reference Letters on 8 ½"x 11" typed out paper and signed with phone number.
- ☐ 2-Social/Personal Reference Letters on 8 ½"x 11" typed out paper and signed with phone number.
- ☐ Copy of Personal Resume
- ☐ Copies of College Diplomas or Degrees
- ☐ Copies of Training Certificates
- ☐ Copies of College Transcripts

CHARACTER REFERENCES: Attach two (2) letters from persons who have known you for at least five (5) years. These should be letters attesting to your character, abilities, experience in the field for which you are applying and other qualities that might relate to the job. **DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS.**

SOCIAL/PERSONAL REFERENCES: Attach two (2) letters from persons who are friends, neighbors or fellow workers. These should be current friends or people with whom you have associated during the past year or two. **DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS.**

COMPLETING YOUR APPLICATION PACKET: The following documents must be included in your application packet. All pages should read from the top left side of the page. The final document should be letter size (8 ½"x 11") and should be stapled in the upper left-hand corner. Do not use a binder, folder or presentation cover. Use this guide to prepare the final packet.