



Dear Applicant,

On behalf of the Board of Police Commissioners, the Milan Police Department, and the Village of Milan, we are pleased that you are interested in becoming a Police Officer for the Village. You will find the Milan Police Department offers an excellent career and provides an exciting and challenging environment in which to work.

The Village of Milan, the Police Department, along with the Police Commissioners desire to hire highly motivated and qualified individuals who represent a wide range of cultural and ethnic diversity. Our mission is to provide pro-active, community police services to the public by furthering the partnership with our community to protect life and property, prevent crime and resolve problems. We are looking for committed individuals to assist us in fulfilling our responsibilities to the people of the Village of Milan. We hope you'll join us!

Applications shall be submitted in full completion to the Milan Police Department either via mail or in person. Incomplete applications may be subject to disqualification from the recruitment process. The Milan Police Department shall have the authority to deny and/or revoke the employment of any person submitting false information on their application for employment. **APPLICATIONS ARE TO BE RETURNED TO THE MILAN MUNICIPAL BUILDING- POLICE DEPARTMENT NO LATER THAN 4:00PM ON Monday July 15, 2013. NO EXCEPTIONS!**

**ANNUAL SALARY
(Current labor contract)**

Police Recruit	\$46,352	(New hire- While attending the Police Academy)
Police Officer	\$50,752	(At 6-months)
	\$55,556	(After Probation Period of 1-year)
	\$74,110	(Top Officer Salary)

BENEFITS

11 Paid Holidays Annually	Downstate Retirement Program
3 Personal Days Annually	Promotional Opportunities
12 Sick Days Annually	12-hour Work Schedule
Vacation and Bereavement Pay	Uniform Allowance (\$550 Annually)
Educational Tuition Reimbursement	Paid Overtime or Comp Time
Advanced Training Opportunities	Health and Dental Insurance Program

Again, thank you for considering the Milan Police Department as a career choice. We consider your interest as a compliment. Our department is a professional and progressive agency, which is always in search of career minded, qualified people to join our staff.

Should you have any questions regarding the recruitment process, please feel free to contact us at (309) 787-8520.

Sincerely,

Shawn C. Johnson
Chief of Police

Richard Stout
Chairman- Milan Police Commission
Cell Phone (309)235-4178



Hiring Procedure:

1. Applicants shall be under 35 years of age unless exempt from such age limitation as provided in § 5/10-2.1-6 of the Fire and Police Commissioners Act. All applicants must, at a minimum, be at least 21 years of age at the time of appointment.
2. The applicant must have a high school diploma or GED certificate.
3. The applicant must be a U.S. Citizen.
4. Any false statements made by an applicant for examination, collusion in any false statement made in any certificate which may accompany or complicity in any fraud touching the same, shall be regarded as cause for exclusion from the examination process.
5. *PHYSICAL AGILITY TEST*- You must have a written statement from a qualified medical physician stating you are physically fit to participate in the physical agility test.
3. *WRITTEN EXAMINATION* will be given to those individuals who successfully pass the physical agility test.
4. *BACKGROUND INVESTIGATION* will be performed on all applicants who successfully pass both the agility test and the written examination and are in the top 20 scores or number to be determined by the commission.
5. *INTERVIEWS* will be conducted by the Board of Police Commissioners to applicants who have passed all previous tests and are in the top 20 written scores.
6. Prior to being hired, an applicant must undergo and successfully pass a complete physical and psychological exam by a physician designated by the Village of Milan at the Village's expense.

Key Dates:

(NOTE: ALL will be held at the Milan Municipal Building- Police Department located at 405 East First Street Milan, IL 61264)

Physical Agility Test	Saturday July 20, 2013	9:00am (promptly)
Written Examination	Saturday July 20, 2013	1:00pm (promptly)
Background Investigations	Beginning in August 2013	
Commission Oral Interviews	TBD	
Final Eligibility List	September/October 2013	

Although the hiring procedure is long and difficult, it will be a rewarding position for those who qualify. On behalf of the Milan Board of Police Commissioners and the staff at the Milan Police Department, we wish you good luck!

The Village of Milan is an Equal Opportunity/Affirmative Action Employer.

POLICE DEPARTMENT

Milan Municipal Building

405 East First Street • Milan, Illinois 61264

Phone: 309-787-8520 • Fax: 309-787-8950 • Website: <http://www.milanil.org>



CERTIFICATE OF PHYSICAL FITNESS

The undersigned Physician _____ does hereby certify that I have examined (applicant) _____ and find this person to be physically capable of participating in the Village of Milan Board of Police Commissioners *Police Physical Agility Test* consisting of various strenuous exercises.

Physician's Signature

Date

Typed or Printed:

Physician's name

Address

City/State/Zip

Area Code/Telephone Number

REQUIRED SUBMISSION WITH APPLICATION

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RELEASE AND WAIVER OF LIABILITY

I, the undersigned, wish to participate in the Police Physical Agility Test conducted by the Board of Police Commissioners of the Village of Milan. I understand that participating in said test may result in injury, loss or damage to my person. Understanding the aforementioned risk, I make this agreement as my free and voluntary act and assume responsibility for any injury or accident which may befall me. In exchange for being allowed to participate in said test, I agree to release the Village of Milan from liability from any such injury.

I, therefore, hereby release, the Village of Milan and each of their respective officers, servants, agents, employees and boards of and from liability for any and all injuries, losses, and damages to my person caused by, or which may at any time arise as a result of my participation in said test, whether based upon negligence, inadvertence or unforeseen incidents, and I waive any and all rights, claims or causes of action which may arise against the Village of Milan and each of their respective officers, servants, agents, employees and boards relating to or resulting from said test.

Applicant/Participant

Date

Witness

Date

TESTING ACKNOWLEDGEMENT

I, the undersigned, understand that all tests and the results thereof become the property of the Milan Board of Police Commissioners and are not subject to review.

Applicant/Participant

Date

Witness

Date

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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Village of Milan Board of Police Commissioners and the Milan Police Department, 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 educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran’s Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the recollections of attorneys at law, or of 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 by the Village of Milan. 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 Milan from any and all liability which may be incurred as a result of collecting such information. Upon written request, I understand that the Board of Fire and Police Commissioners will provide me with information regarding the nature and scope of the investigation.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy of this release form will be valid as an original thereof, even though 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

Date

Notary

Date

REQUIRED SUBMISSION WITH APPLICATION

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**6. HAS YOUR DRIVER'S LICENSE EVER
BEEN SUSPENDED OR REVOKED?**

YES

NO

IF YES, EXPLAIN BELOW

7. HAVE YOU EVER RECEIVED A TRAFFIC CITATION, SUMMONS, AND/OR TICKET? YES NO

IF YES, COMPLETE THE FOLLOWING (USE A SEPARATE PAPER IF NEEDED):

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

VIOLATION- _____ **CITY/STATE-** _____

DATE OF VIOLATION- _____ **CASE DISPOSITION-** _____

(Convicted, Not Guilty, Fine, Court Supervision, etc)

**NOTE: CONVICTIONS MAY NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.
CONVICTIONS ARE EVALUATED IN RELATION TO THE POSITION OF POLICE OFFICER.**

8. HAVE YOU EVER BEEN CONVICTED OF AN ORDINANCE/CRIMINAL OFFENSE? YES NO

IF YES, COMPLETE THE FOLLOWING IN DETAIL:

NATURE OF THE OFFENSE- _____

ARRESTING AGENCY- _____ DATE OF OFFENSE- _____

CASE DISPOSITION- _____
(Convicted, Not Guilty, Fine, Court Supervision, etc)

NATURE OF THE OFFENSE- _____

ARRESTING AGENCY- _____ DATE OF OFFENSE- _____

CASE DISPOSITION- _____
(Convicted, Not Guilty, Fine, Court Supervision, etc)

NATURE OF THE OFFENSE- _____

ARRESTING AGENCY- _____ DATE OF OFFENSE- _____

CASE DISPOSITION- _____
(Convicted, Not Guilty, Fine, Court Supervision, etc)

NATURE OF THE OFFENSE- _____

ARRESTING AGENCY- _____ DATE OF OFFENSE- _____

CASE DISPOSITION- _____
(Convicted, Not Guilty, Fine, Court Supervision, etc)

NATURE OF THE OFFENSE- _____

ARRESTING AGENCY- _____ DATE OF OFFENSE- _____

CASE DISPOSITION- _____
(Convicted, Not Guilty, Fine, Court Supervision, etc)

9. HAVE YOU EVER BEEN PLACED ON PROBATION OR COURT SUPERVISION? YES NO

IF YES, EXPLAIN BELOW

**NOTE: CONVICTIONS MAY NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.
CONVICTIONS ARE EVALUATED IN RELATION TO THE POSITION OF POLICE OFFICER.**

10. ARE YOU PROFICIENT IN ANY OTHER LANGUAGE?

(Indicate degree of proficiency in speaking, reading, and writing)

(Name of Language) (Proficiency)

(Name of Language) (Proficiency)

(Name of Language) (Proficiency)

MILITARY SERVICE

11. HAVE YOU EVER SERVED IN THE ARMED FORCES? YES NO

IF YES: **BRANCH OF SERVICE** _____ **RANK AT ENLISTMENT** _____
RANK AT DISCHARGE _____ **LENGTH OF SERVICE** _____
BRANCH OF SERVICE _____ **RANK AT ENLISTMENT** _____
RANK AT DISCHARGE _____ **LENGTH OF SERVICE** _____

12. WHAT TYPE OF DISCHARGE DID YOU RECEIVE:

_____?
(Honorable, Medical, Dishonorable, Honorable Conditions, etc.)

13. GIVE THE DATE AND LOCATION OF DISCHARGE:

_____ DATE LOCATION

14. HAVE YOU EVER BEEN CONVICTED IN A MILITARY COURT OR RECEIVED OTHER MILITARY DISCIPLINE?

_____ YES NO IF YES, EXPLAIN BELOW

15. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE NATIONAL GUARD OR RESERVE?

_____ YES NO BRANCH/LOCATION

16. DO YOU USE OR HAVE YOU EVER USED INTOXICANTS?

YES NO IF YES, EXPLAIN

17. DO YOU USE OR HAVE YOU EVER USED ILLICIT NON-PRESRIPTIVE DRUGS/MEDICATION?

YES NO IF YES, EXPLAIN BELOW

18. HAVE YOU EVER BEEN A LAW ENFORCEMENT OFFICER OR HELD A SIMILAR POSITION?

YES

NO

IF YES, PROVIDE THE FOLLOWING INFORMATION:

AGENCY- _____ CITY/STATE- _____

POSITION- _____ SUPERVISOR- _____

DATE (FROM) - _____ DATE (TO) - _____

REASON FOR LEAVING- _____

AGENCY- _____ CITY/STATE- _____

POSITION- _____ SUPERVISOR- _____

DATE (FROM) - _____ DATE (TO) - _____

REASON FOR LEAVING- _____

19. HAVE YOU EVER APPLIED AND TESTED FOR EMPLOYMENT WITH ANOTHER LAW ENFORCEMENT AGENCY?

YES

NO

IF YES, LIST BELOW

NAME OF AGENCY- _____ DATE APPLIED- _____

ELIGIBILITY STATUS- _____ POSITION ON LIST- _____

NAME OF AGENCY- _____ DATE APPLIED- _____

ELIGIBILITY STATUS- _____ POSITION ON LIST- _____

NAME OF AGENCY- _____ DATE APPLIED- _____

ELIGIBILITY STATUS- _____ POSITION ON LIST- _____

NAME OF AGENCY- _____ DATE APPLIED- _____

ELIGIBILITY STATUS- _____ POSITION ON LIST- _____

20. HAVE YOU EVER BEEN REJECTED FOR ANY LAW ENFORCEMENT POSITION?

YES

NO

IF YES, EXPLAIN IN DETAIL;

NAME OF AGENCY- _____ CITY/STATE- _____

DATE- _____ REASON- _____

NAME OF AGENCY- _____ CITY/STATE- _____

DATE- _____ REASON- _____

21. EDUCATION AND TRAINING HISTORY

(APPLICANT IS REQUIRED TO PROVIDE TRANSCRIPTS WITH APPLICATION)

ELEMENTARY SCHOOL- _____ CITY/STATE- _____

DATES ATTENDED- _____ GRADUATE- **YES** **NO**

MIDDLE SCHOOL- _____ CITY/STATE- _____

DATES ATTENDED- _____ GRADUATE- **YES** **NO**

HIGH SCHOOL- _____ CITY/STATE- _____

DATES ATTENDED- _____ GRADUATE- **YES** **NO** **GED**

COLLEGE/UNIVERSITY- _____ CITY/STATE- _____

DATES ATTENDED- _____ MAJOR- _____

DEGREE ATTAINED- _____

COLLEGE/UNIVERSITY- _____ CITY/STATE- _____

DATES ATTENDED- _____ MAJOR- _____

DEGREE ATTAINED- _____

POST GRADUATE INSTITUTION- _____ CITY/STATE- _____

DATES ATTENDED- _____ MAJOR- _____

DEGREE ATTAINED- _____

SPECIALIZED TRAINING- _____ CITY/STATE- _____

DATES ATTENDED- _____ MAJOR- _____

DEGREE/CERTIFICATION ATTAINED- _____

SPECIALIZED TRAINING- _____ CITY/STATE- _____

DATES ATTENDED- _____ MAJOR- _____

DEGREE/CERTIFICATION ATTAINED- _____

22. EMPLOYMENT HISTORY

(LIST ALL JOBS IN THE PAST TEN YEARS STARTING WITH MOST RECENT)

EMPLOYER- _____ **TYPE OF BUSINESS-** _____
ADDRESS- _____ **CITY/STATE-** _____
SUPERVISOR- _____ **POSITION HELD-** _____
DATE (FROM) - _____ **DATE (TO)-** _____
YOUR DUTIES- _____
REASON FOR LEAVING- _____

*** MAY WE CONTACT THIS EMPLOYER? YES NO**

EMPLOYER- _____ **TYPE OF BUSINESS-** _____
ADDRESS- _____ **CITY/STATE-** _____
SUPERVISOR- _____ **POSITION HELD-** _____
DATE (FROM) - _____ **DATE (TO)-** _____
YOUR DUTIES- _____
REASON FOR LEAVING- _____

*** MAY WE CONTACT THIS EMPLOYER? YES NO**

EMPLOYER- _____ **TYPE OF BUSINESS-** _____
ADDRESS- _____ **CITY/STATE-** _____
SUPERVISOR- _____ **POSITION HELD-** _____
DATE (FROM) - _____ **DATE (TO)-** _____
YOUR DUTIES- _____
REASON FOR LEAVING- _____

*** MAY WE CONTACT THIS EMPLOYER? YES NO**

EMPLOYER- _____ **TYPE OF BUSINESS-** _____
ADDRESS- _____ **CITY/STATE-** _____
SUPERVISOR- _____ **POSITION HELD-** _____
DATE (FROM) - _____ **DATE (TO)-** _____
YOUR DUTIES- _____
REASON FOR LEAVING- _____

*** MAY WE CONTACT THIS EMPLOYER? YES NO**

23. HAVE YOU EVER BEEN DISCHARGED, RESIGNED, OR FORCED TO RESIGN TO AVOID DISCIPLINARY ACTION OR UNSATISFACTORY PERFORMANCE FROM ANY JOB? YES NO

IF YES, GIVE THE NAME OF THE EMPLOYER IN EACH INSTANCE AND THE REASON(S):

EMPLOYER- _____ CITY/STATE- _____

REASON- _____

EMPLOYER- _____ CITY/STATE- _____

REASON- _____

EMPLOYER- _____ CITY/STATE- _____

REASON- _____

24. PROFESSIONAL REFERENCES

(LIST THREE REFERENCES FROM PAST OR CURRENT EMPLOYERS. THESE PEOPLE SHOULD BE FAMILIAR WITH YOUR WORK AND BE IN A SUPERVISORY OR MANAGEMENT POSITION. ONE REFERENCE SHOULD BE FROM YOUR CURRENT EMPLOYER)

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

25. REFERENCES

(LIST FOUR REFERENCES OF ADULTS NOT RELATED TO YOU, NOT FORMER EMPLOYERS WHO HAVE KNOWN YOU FOR A PERIOD OF MORE THAN FIVE YEARS. PERSONS WILL BE ASKED TO APPRAISE YOUR CHARACTER, ABILITY, EXPERIENCE, PERSONALITY, AND OTHER QUALITIES)

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

NAME- _____ OCCUPATION- _____

ADDRESS- _____ CITY/STATE- _____

TELEPHONE NUMBER- _____ CELL NUMBER- _____

26. CREDIT HISTORY

(LIST 3 COMMERCIAL OR BUSINESS CREDIT REFERENCES. INCLUDE BANK OR CHARGE ACCOUNT, OR FIRM YOU HAVE BORROWED MONEY FROM)

NAME OF FIRM- _____ BUSINESS TYPE- _____

ADDRESS- _____ CITY/STATE- _____

CONTACT PERSON- _____ TELEPHONE- _____

AMOUNT- _____ DATE (FROM) - _____ DATE (TO) - _____

NAME OF FIRM- _____ BUSINESS TYPE- _____

ADDRESS- _____ CITY/STATE- _____

CONTACT PERSON- _____ TELEPHONE- _____

AMOUNT- _____ DATE (FROM) - _____ DATE (TO) - _____

NAME OF FIRM- _____ BUSINESS TYPE- _____

ADDRESS- _____ CITY/STATE- _____

CONTACT PERSON- _____ TELEPHONE- _____

AMOUNT- _____ DATE (FROM) - _____ DATE (TO) - _____

29. HAVE YOU EVER BEEN SUED?

YES

NO

IF YES, EXPLAIN BELOW

30. HAVE YOU EVER FILED FOR BANKRUPTCY?

YES

NO

IF YES, EXPLAIN BELOW

31. ARE YOU A MEMBER OF ANY SOCIAL MEDIA WEBSITES?

YES

NO

IF YES, WHICH ONES AND USER NAME.

NOTE

Required submission with your application. All documents listed below shall be placed in a sealed 9 x 12 manila envelope and addressed to the following address:

Milan Police Board of Commissioners
Milan Municipal Building- Police
405 East First Street
Milan, IL 61264

APPLICATIONS ARE TO BE RETURNED TO THE MILAN MUNICIPAL BUILDING-POLICE DEPARTMENT NO LATER THAN 4:00PM ON Monday July 15, 2013 at 4:00pm. NO EXCEPTIONS!

- A. **Photograph of applicant** (Attach an un-mounted full-face photograph of yourself, not larger than 2 1/2 x 3 inches. Print your name plainly on the back of the photograph. The photograph must have been taken not more than two (2) months prior to the date of this application.
- B. **Academic Transcripts (High School and College)**
- C. **ALL Signed Release Forms and Waivers**
- D. **Credit Report dated not more than two (2) months prior to date of application**
- E. **Copy of Advanced Education Degree diploma (Associate, Bachelor degree, etc.) if applicable**
- F. **Copy of Military Discharge documents (if applicable)**
- G. **Copy of Law Enforcement Academy certification/diploma (if applicable)**
- H. **Copy of Naturalization documents (if applicable)**

I hereby certify that there are no willful misrepresentations, omissions, and/or falsifications and all information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated. All information that has been provided in this application is true and accurate to the best of my knowledge and belief.

Signature- _____ Date- _____

Subscribed and sworn to me this _____
Day

day of _____ in the year of 2013
Month

Notary Public