



MARION POLICE DEPARTMENT

1001 W. DeYoung St.
Marion, IL 62959
Phone: 618-993-2124
www.marionpolicedept.com

Application Period: Continuous / Open QUALIFIED ENTRY POLICE OFFICER APPLICATION

The Marion Police Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Marion Police Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Marion Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Marion Human Resources Director in advance.

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 Marion Police Department. Please furnish us with complete information as outlined in this application.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Marion Police Department.

**THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY
and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.**

See the [Minimum Qualifications](#).

You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to the Marion Police Dept. 1001 W. DeYoung St. Marion, IL 62959; telephone number (618) 993-2124, Asst. Chief Tina Morrow.

**City of Marion Police Department
Qualified Entry Police Officer Application for Employment**

Minimum Requirements and Qualifications

Applicants seeking qualification appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board. Full-time certification by the state of employment outside Illinois will also be accepted provided the certification will be accepted and recognized by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. United States citizen.
- Individuals must be at least 23 years old.
- Education – High School education or equivalent thereof.
- Experience – Currently employed full-time with a municipal, county or state law enforcement agency with at least two (2) years experience as a full-time sworn, certified law enforcement officer after completion of a probationary period. Candidates with less than two (2) years experience may be considered if the candidate has two (2) years active duty military experience in addition to sworn certified law enforcement officer experience.
- Valid Illinois Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Ability to furnish upon request, a copy of the following; a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; and other employment related material as requested or required.

Selection Process

Each phase of the process is pass/fail and required to proceed to the next step.

- Interview with the Board of Fire and Police Commissioners.
- Interview by Police Chief and Designated City Officials.
- Character and background investigation and credit check.
- Post-offer examinations including, but not limited to; psychological evaluation; medical examination; polygraph; and drug screening.
- All appointments are subject to a probationary period and a 2 year pre-employment contract.

Qualified Entry Eligibility List

An initial qualified entry eligibility list will be created from qualified applicants who submit the required application materials. Applications will be accepted on an ongoing basis. Placement on any qualified entry eligibility list shall be based upon the relative experience, knowledge, skills and abilities of the applicants.

In the event that prescreening identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may choose to appoint those applicants.



Marion Police Department
Qualified Entry Police Officer Application for Employment

Date Received: _____

Initials: _____

COMPLETE & RETURN THE FOLLOWING PAGES. ATTACH ALL REQUIRED FORMS & DOCUMENTS. RETURN TO: MARION POLICE DEPARTMENT, 1001 W. DeYoung St., Marion, IL 62959 in person or by mail. NO faxed or emailed applications are accepted. Applications accepted on an ongoing basis.

Name _____

Home Address _____

Best Number to Contact You: _____ Cell _____ Home _____

Email address (required for correspondence) _____

U.S. Citizen or Naturalized Citizen as of the date of submission of this application? YES _____ NO _____

Do you have a valid driver's license? YES _____ NO _____

Attach photocopy of Driver's License

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board? YES _____ NO _____

Attach photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course

Attach a resume to application to supplement employment information

Do you have at least 2 year's work experience as a full time sworn, certified law enforcement officer in the State of Illinois within the last 3 years? YES _____ NO _____

IF NO: Have you completed at least 60 hours of college credit? YES _____ NO _____

or

Do you have at least 2 year's active duty military experience? YES _____ NO _____

Do you hold a valid Firearms Owners ID [FOID] card? YES _____ NO _____

Number: _____ Expiration: _____

EDUCATION

High School Name and City & State _____

Diploma or GED Certificate? YES _____ NO _____

College / University Education:

School Name, City & State _____

Major / Curriculum _____ Credit Hours Completed or Degree Earned _____

School Name, City & State _____

Major / Curriculum _____ Credit Hours Completed or Degree Earned _____

List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:

Three horizontal lines for listing training, skills, licenses, or certificates.



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PERSONAL HISTORY AND CONVICTION INFORMATION (for background investigation purposes)

You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged.

List all names or aliases you have used, or have been known by _____

Date of birth _____

Drivers license number _____ State _____ Expiration date _____

Have you ever had a driver's license in any other state? YES _____ NO _____ If YES, where? _____

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?
YES _____ NO _____

If YES, please explain _____

Have you ever been convicted of a felony or misdemeanor in any jurisdiction? YES _____ NO _____

If YES, provide the following information for all convictions:

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case

Have you ever been placed on probation? YES _____* NO _____

Have you ever been the respondent or named in an order of protection in any state? YES _____* NO _____

Have you ever used marijuana or any other illegal drug? YES _____* NO _____

Have you ever been involved with the sale and/or distribution of illegal drugs? YES _____* NO _____

Have you ever used misused or abused prescription drugs? YES _____* NO _____

Have you ever been involved with the illegal sale and/or distribution of prescription drugs? YES _____* NO _____

When was the last time you used illegal drugs? _____

When was the last time you used prescription drugs not prescribed to you? _____

* **EXPLANATION** of any "YES" responses or additional details (attach additional sheet if necessary):

List all traffic citations received and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case



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LIST ALL FORMER ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER

- 1) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 2) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 3) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 4) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____
- 5) Address _____
 Dates of Residence: from Mo/Yr. _____ to Mo/Yr. _____

EMPLOYMENT HISTORY

List all employment you have had for the last ten (10) years, beginning with your current or most recent employer, including military experience and any period(s) of unemployment. Attach additional sheet if necessary.

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time _____
 Employer _____ Phone _____
 Address _____
 Job title _____ Job duties _____

 Supervisors name, title, & phone # _____
 Last salary or pay rate _____ Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time _____
 Employer _____ Phone _____
 Address _____
 Job title _____ Job duties _____

 Supervisors name, title, & phone # _____
 Last salary or pay rate _____ Reason for leaving _____

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time _____
 Employer _____ Phone _____
 Address _____
 Job title _____ Job duties _____

 Supervisors name, title, & phone # _____
 Last salary or pay rate _____ Reason for leaving _____



**City of Marion Police Department
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EMPLOYMENT HISTORY, cont.

From Mo/Yr. _____ to Mo/Yr. _____ Full time _____ Part time _____
Employer _____ Phone _____
Address _____
Job title _____ Job duties _____
Supervisors name, title, & phone # _____
Last salary or pay rate _____ Reason for leaving _____

Have you ever received formal discipline during any prior employment or job positions such as an oral reprimand, written reprimand, or suspension? NO _____ YES _____(explain below)

Have you been discharged or forced to resign from any employment (not including layoff)? NO _____ YES _____(explain below)

MILITARY SERVICE

Are you a current member of the U.S. military service, including reserve forces or National Guard? YES _____ NO _____

If YES, what branch of service do you serve in? _____

Are you a Veteran of the U.S. military service, including reserve forces or National Guard? YES _____ NO _____

If YES, what branch of service did you serve in? _____

Were you Honorably Discharged? YES _____ NO _____ If NO, explain in detail

Were you ever convicted at a court-martial? YES _____ NO _____ If YES, explain in detail:



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AREAS of POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations / crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas.

Describe any innovative programs you implemented or recommended:

Describe any commendations and/or special achievements received:



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REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The Marion Police Department or its designee reserves the right to contact the references at any time.

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____

Name _____ Relationship _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Occupation _____ Number of years acquainted _____
Email address _____



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ACKNOWLEDGMENT

Read the following carefully before signing.

Acknowledgment: I, the undersigned, certify that I have read and fully comprehend this application for employment with the City of Marion in its entirety. I certify that the information provided on this application for employment and other submitted application materials is true and complete. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment or other submitted application materials, whenever or however discovered, will be sufficient reason not to hire and may result in discharge if hired. In submitting this application, I further understand that it becomes the property of the City and will not be returned to me.

I understand that submission of an application for employment does not obligate the City to engage in further review of my application for employment. I understand that nothing in this document constitutes an offer of employment or employment contract and establishes no obligation on the part of the City to employ me or for me to accept employment with the City. I understand that any offer of employment, either verbal or written, is conditional upon the successful completion of a drug screen and (if required for position) a physical exam.

I authorize investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith and permit the City of Marion or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the City. I agree to cooperate in such an investigation. I release all parties from all liability for any damage that may result.

I authorize my current and/or previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form, personnel files or related documents to the Employer. Any individual, educational institution, organization or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Employer, from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

I authorize any employee or representative of the City to search LInX/N-DEx to obtain information regarding my qualifications and fitness to serve as a Police Officer. I understand that LInX/N-DEx is an electronic repository of information from federal, state, local, tribal, and regional criminal justice entities. This national information sharing system permits users to search and analyze data from the entire criminal justice cycle, including crime incident and investigation reports; arrest, booking, and incarceration reports; and probation and parole information. This release is executed with full knowledge, understanding, and consent that any information discovered in LInX/N-DEx may be used for the official purpose of conducting a complete employment background investigation. I also understand that any information found in LInX/N-DEx will not be disclosed to any other person or agency unless authorized and consistent with applicable law. I release the City from any liability or damage that may result from the use of information obtained from LInX/N-DEx.

I understand it is the policy of the City that the results of any examination or other inquiries made as part of any testing, background and/or screening process are the property of the City, and, as such, the City is under no obligation to share the results of any examination or other inquiries with the candidate, unless specifically required to do so by state or federal law. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release. A duplicate of this form shall carry the same force as the original. This document is effective for two years from date signed..

Printed Name _____

Signature _____

Date _____

MARION POLICE DEPARTMENT

1001 W. DeYoung St.

Marion, IL 62959

618-993-2124

The City of Marion collects the following information to evaluate its recruitment practices. Disclosure of information is on a voluntary basis. The information disclosed is confidential and will be maintained separate from your employment application. Submission or non-submission of this form shall not be used as a factor concerning eligibility for employment.

Position applied for: QUALIFIED ENTRY POLICE OFFICER

Recruitment Date: OPEN

Name _____

Gender Male Female

Ethnicity and Race

Hispanic or Latino

Non-Hispanic or Latino:

American Indian / Native Alaskan

Asian

Native Hawaiian or Pacific Islander

Black or African American

White

Two or More Races (non-Hispanic or Latino)

How did you FIRST learn of this opportunity?

The Blue Line website posting

City of Marion posting (website, Facebook)

Informed by a current City of Marion / Marion Police Department employee

Informed by a co-worker in another Police Department / municipality

Informed by a friend or a relative

Other referral source – please indicate _____