



IOS Recruitment and Testing Services Warrenville Police Department Police Officer Application Instructions

Thank you for your interest in the Warrenville Police Department.

Please be sure to carefully review all application instructions and testing information.

Police Officer Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Friday, January 28, 2022, at 2:00 p.m.** Documents delivered after the application deadline will not be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.
2. When you have finished the online application, you will receive a confirmation number- save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Documentation sent via **email will NOT be accepted.**

- MAIL/HAND-DELIVERY – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:

IOS Recruitment

ATTN: Warrenville PD

1520 Kensington Road, Suite 110

Oakbrook, IL 60523

Business Hours: M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.; closed weekends and holidays

4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, testing site, required documents before the application deadline date.

Orientation & Testing Information:

- Candidates must attend the mandatory orientation and written examination on **Saturday, February 26, 2022**. Doors will open for sign in at 8:00 a.m., please arrive no later than 8:30 a.m. with a photo ID (driver's license, state ID, military ID) to sign-in. Mask wearing mandates must be followed as dictated by the Governor and/or School District at time of testing.

Test will be held at:

Hubble Middle School

3 S 600 Herrick Rd.

Warrenville, IL 60555





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**Application Deadline:
Friday, January 28, 2022, at 2:00 p.m.**

Police Officer Minimum Requirements:

- \$25 non-refundable application fee
- U.S. citizenship
- High school diploma or equivalent
 - Associate's degree or 60 college semester hours preferred (copy of official college transcripts due at application deadline, if applicable)
- Valid driver's license
- 21 to under 35 years of age at time of appointment, unless otherwise exempt by statute
- Must possess a valid POWER test card issued by a certified testing agency and dated no more than 12 months prior to test day. Cards considered valid only if issued between 2/26/2021 – 2/26/2022. You **MUST** bring your card with you on test day if you are obtaining after the application deadline. POWER test cards may be obtained through the following agencies:
 - NIPSTA – www.nipsta.org or (847) 998-8090
 - Triton College – www.triton.edu/power
 - Joliet Junior College – www.jjc.edu/fitness-center
- 20/100 binocular vision corrective to 20/20. Must demonstrate appropriate peripheral vision; no color blindness
- Completion and submission of an online application and all required documents listed on the checklist by 2:00 p.m. on Friday, January 28, 2022

Department Information:

- Starting Salary: \$71,479
- Patrol Division is on 12-hour shifts





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WARRENVILLE POLICE DEPARTMENT APPLICATION DOCUMENTS

Due: Friday, January 28, 2022, at 2:00 p.m.

Application Confirmed Online Confirmation Number: _____

Consent & Release Form (2 pages) – must be signed and dated by applicant

COPY of high school diploma or GED

If you cannot find your high school diploma you may submit a copy of high school transcripts with graduation date, dated GED, or signed letter on high school letterhead to fulfill this requirement. College transcripts/diploma will not fulfill this requirement

COPY of valid driver's license

Include copy of both sides if license bears renewal sticker.

COPY of birth record as proof of citizenship

The following documents are accepted as proof of citizenship:

- COPY of U.S. County/State issued birth record
- COPY of valid U.S. Passport
- COPY of Naturalization Papers

Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

COPY of valid POWER test card

Valid if issued between February 26, 2021 and February 26, 2022. Applicants taking the POWER test after the application deadline, but before the written exam, MUST submit a copy to IOS Recruitment

If Applicable, copy of Military DD-214 (must show character of discharge)

If Applicable, copy of official college transcripts showing attainment of associate degree or completion of 60 semester hours

Please deliver completed **release form** and **all required documents** to the address below by **Friday, January 28, 2022, at 2:00 p.m.**

IOS Recruitment
ATTN: Warrenville PD
1520 Kensington Rd, Suite 110
Oak Brook, IL 60523

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.





IOS Recruitment and Testing Services Warrenville Police Department Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Warrenville Police Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.



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Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____