



## LATERAL ENTRY POLICE OFFICER APPLICATION



**Applications Are Accepted On An Ongoing Basis  
Apply Now And Join Our Team!**

The City of Carbondale 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, order of protection 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 Carbondale 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 Carbondale Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Carbondale Human Resources Department 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 Carbondale Police Department. Please furnish us with complete information as outlined in this application. Please use a typewriter or print in black ink.

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 Carbondale 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 Sgt Amber Ronketto, City of Carbondale Police Department, 501 S Washington Street, Carbondale IL 62901, telephone number (618) 457-3200 ext 465.

**City of Carbondale Police Department  
Lateral Entry Police Officer Application for Employment**

**Minimum Requirements and Qualifications**

Applicants for lateral 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 with no more than forty (40) hours of training required by that Board for recertification, if necessary. 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. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen.
- Individuals must be at least 21 years old.
- Education - High school education or equivalent thereof
- Experience – at least 2 years experience as a full time sworn, certified law enforcement officer with a municipal or state police department within the last 3 years
  - *Candidates with less than 2 years experience may be considered if the candidate has completed 60 hours of college credit or has 2 years active duty military experience in addition to full time sworn certified law enforcement officer experience.*
- Valid 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 any 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.**

- Pre-screening interview by police department command staff
- Interview with Board of Fire and Police Commissioners
- Character and background investigation and credit check
- Post-offer examinations including but not limited to: psychological evaluation; medical examination; vision screening; and drug screening.
- All appointments are subject to a probationary period.

**Lateral entry eligibility list**

An initial lateral entry eligibility list will be created from qualified applicants that submit the required application materials. Applications will be accepted on an ongoing basis. Placement on any lateral entry eligibility list shall be based upon the relative excellence 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 interview those applicants only for consideration.

**Applicants hired from the lateral entry eligibility list will receive service credit for time spent previously employed as a full-time officer with regards to pay and benefits.**

Credible service time with regards to the police pension system is controlled by law, specifically but not limited to the portability clause of Article 3 of the Illinois Pension Code, and requires the candidate to pay the "true cost" for the transfer of service time, which is actuarially determined, into the pension system.



**City of Carbondale Police Department  
Lateral Entry Police Officer Application for Employment**



**REQUIRED DOCUMENTS & APPLICATION CHECKLIST**

**The following is a checklist for your use to ensure you complete the Application Packet as required and attach and return all required certificates and other documentation. Check when attached.**

Application for Employment	_____
Resume	_____
Photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course	_____
Photocopy of Driver's License	_____
Authorization to Release Information Form	_____
Consumer Report / Investigative Consumer Report Disclosure and Authorization Form	_____

**Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration.**

RETURN COMPLETED Application Packet and required materials in person or by mail to:

City of Carbondale Police Department  
501 South Washington St  
Carbondale, IL 62901  
Attention: Sgt Amber Ronketto

NO FAXED APPLICATIONS ACCEPTED



**City of Carbondale Police Department  
Certified Entry / Lateral Hire Police Officer  
Application for Employment**

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

Address \_\_\_\_\_  
Number and Street City State Zip Code

Home Phone Number \_\_\_\_\_  
home cell

Email address \_\_\_\_\_

Are you a U.S. Citizen?  YES  NO

Are you eligible to participate in the Police Pension Fund  
 –Municipalities 500,000 and under?  YES  NO

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

Do you meet the minimum requirements for this position?  YES  NO

Are you certified as a Law Enforcement Officer by the  
 Illinois Law Enforcement Training & Standards Board?  YES  NO  
 If YES, provide date of certification: \_\_\_\_\_

Are you certified as a Law Enforcement Officer by  
 a state other than Illinois?  YES  NO  
 If YES, provide date of certification and state issued by: \_\_\_\_\_

Do you meet the education requirements of this position?  YES  NO

Do you meet the work experience requirements of this position?  YES  NO

Do you hold a valid Firearms Owners ID [FOID] card ?  YES  NO  
 State of Issuance: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you ever been employed by the City of Carbondale?  YES  NO

Do you have relatives employed by the City?  YES  NO

(There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)

If yes, indicate (name, department): \_\_\_\_\_



## EMPLOYMENT EXPERIENCE

LIST BELOW ALL THE JOBS YOU HAVE HELD IN THE PAST 10 YEARS BEGINNING WITH YOUR PRESENT OR LAST EMPLOYER. ACCOUNT FOR PERIODS OF UNEMPLOYMENT. ATTACH SUPPLEMENTARY PAGES OR USE WHITE PAPER.

Dates of Employment (month-year)		Exact Title or Position	
From	To		
Starting Salary or earnings	Average hours per week	Name of Employer	Address of Employer
Final Salary or earnings	# Employees Supervised		
Name of Immediate Supervisor/Area Code and Phone Number		Kind of Business or organization (manufacturing, acct, etc)	
Reason for leaving			
Description of duties and accomplishments in your work			
Dates of Employment (month-year)		Exact Title or Position	
From	To		
Starting Salary or earnings	Average hours per week	Name of Employer	Address of Employer
Final Salary or earnings	# Employees Supervised		
Name of Immediate Supervisor/Area Code and Phone Number		Kind of Business or organization (manufacturing, acct, etc)	
Reason for leaving			
Description of duties and accomplishments in your work			
Dates of Employment (month-year)		Exact Title or Position	
From	To		
Starting Salary or earnings	Average hours per week	Name of Employer	Address of Employer
Final Salary or earnings	# Employees Supervised		
Name of Immediate Supervisor/Area Code and Phone Number		Kind of Business or organization (manufacturing, acct, etc)	
Reason for leaving			
Description of duties and accomplishments in your work			

**MILITARY SERVICE RECORD**

Have you ever been a member of the Armed Services of the U.S.A.?  Yes  No  
 If yes, what branch of Service? \_\_\_\_\_ What was your rank? \_\_\_\_\_  
 Does your military experience have any relationship to the job for which you are applying? \_\_\_\_\_  
 What type of discharge did you receive \_\_\_Honorable\_\_\_ Dishonorable\_\_\_ Other, explain \_\_\_\_\_

**REFERENCES**

Name	Address	Phone

**NOTICE TO ALL APPLICANTS**

**Residency Requirements:**

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 1-7 must establish residency within the City Residency Boundary within a six (6) month period following the date of hire and remain residents within the Residency Boundary as a condition of continued employment.

The Residency Boundary includes all of Carbondale, Murphysboro, DeSoto and Makanda Townships and portions of Somerset and Pomona Townships in Jackson County, and portions of Grassy, Carterville and Blairsville Townships in Williamson County.

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 8 and 9 must establish residency within Carbondale's corporate limits within six (6) month period following the date of their hire and remain residents within Carbondale's corporate limits as a condition of continued employment.

For further information, contact the Human Resource's Office.

**AGREEMENT, CERTIFICATION, AND AUTHORIZATION**

**(Please read carefully)**

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to the City of Carbondale representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Carbondale. I hereby release any current or former employer, its agents or employees from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my wavier of liability which are written out above, are knowing, intelligent, and voluntary acts.

I authorize schools and other educational and technical institutions which I have attended to release my scholastic ratings or records to the City of Carbondale.

I hereby authorize the Carbondale Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the City of Carbondale. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the City of Carbondale. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the City of Carbondale.

I am willing and understand employment with the City of Carbondale is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the City of Carbondale.

I understand that as a condition of employment and within 3 days of being employed, I must provide documentation to prove employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

\_\_\_\_\_  
Signature of Applicant

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

**Notice: All applications must be signed and dated in order to be accepted for consideration.**



# VOLUNTARY SURVEY

The City of Carbondale Prohibits discrimination in employment in regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental handicap unrelated to ability or unfavorable discharge from military service.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this information is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of this information is optional. If you choose to volunteer the requested information, please note that all information is kept in an Affirmative Action File and is not a part of your Application for employment or personnel file.

**Your Cooperation Is Voluntary. Inclusion Or Exclusion Of Any Data Will Not Affect Any Employment Decision**

Job Applying For: **POLICE OFFICER**

Date:

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is VOLUNTARY.

Check One:	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	AGE
Check one of the following: (Ethnic Origin)			
<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan Native	
<input type="checkbox"/> Black	<input type="checkbox"/> Other	<input type="checkbox"/> Asian/Pacific Islander	
Check if any of the following are applicable:			
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Handicapped Individual	