

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

ANNUAL SALARY (Current labor contract)			
Police Officer	\$63,190 \$68,910 \$69,451 \$88,878	(At 6-months) (After Probation Period of 1-year) (2 year rate) (Top Officer Salary)	
	В	BENEFITS	
11 Paid Holidays Annual 3 Personal Days Annually 12 Sick Days Annually Vacation and Bereaveme Educational Tuition Rein Advanced Training Opporaid Overtime or Comp	nt Pay nbursement ortunities	Downstate Retirement Program Promotional Opportunities 12-hour Work Schedule Uniform Allowance (\$550 Annually) Employer-paid Health Insurance Dental and Vision Reimbursement Program Retirement Healthcare Funding Plan (RHFP)	

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,

Christopher L. Johnson Chief of Police

Richard Stout Chairman- Milan Police Commission



Lateral Hiring Procedure:

- 1. Certification from the Illinois Training and Standards Board as a certified full-time officer.
- 2. Previous continuous service as a Police Officer in the State of Illinois for a minimum of two years; and
- 3. In good standing in the Police Department in which the person currently serves or separated from with no adverse employment action; and.
- 4. To be eligible to be granted a waiver of basic training from the Illinois Training and Standards Board.
- 5. BACKGROUND INVESTIGATION will be performed on all applicants.
- 6. *INTERVIEWS* will be conducted by the Board of Police Commissioners with applicants.
- 7. 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)

Commission Oral Interviews TBD

Final Eligibility List TBD

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.

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

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

	_, do hereby authorize a review of and full disclosure of all records
Police Department, whether the said records are of is to give my consent for full and complete disclosincluding records of loans, the records of commerce other financial statements of records whenever f hospitals, clinics, private practitioners, and the U.S. including background reports, efficiency ratings, of	of the Village of Milan Board of Police Commissioners and the Milan f a public, private or confidential nature. The intent of this authorization sure of records of educational institutions; financial or credit institutions, cial or retail credit agencies (including credit reports and/or ratings); and filed; medical and psychiatric treatment and/or consultation, including S. Veteran's Administration; employment and pre-employment records, complaints or grievances filed by or against me and the recollections of presenting me or another person in any case, either criminal or civil, in
indirectly, in whole or in part, upon this releas	ersonal history background investigation, which is developed directly or se authorization will be considered in determining my suitability for by that any person(s) who may furnish such information concerning me mation; and
information. I further release the Village of Mi	d all liability which may be incurred as a result of furnishing such lan from any and all liability which may be incurred as a result of st, I understand that the Board of Fire and Police Commissioners will and scope of the investigation.
SUPPLEMENTING THIS APPLICATION (P. TRUE AND ACCURATELY RECORDED TO PROVIDING FALSE, MISLEADING AND/OR GROUNDS FOR EXCLUSION FROM THE SUBSEQUENT TO EMPLOYMENT. A photocopy of this release form will be valid as a substitution of the substitution o	T EACH STATEMENT AND ALL INFORMATION IN OR ERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, O THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT R INCOMPLETE INFORMATION ON THIS APPLICATION IS SELECTION PROCESS OR DISCHARGE IF DISCOVERED an original thereof, even though the said photocopy does not contain an and fully understand the contents of this "Authorization for Release of
Signature of Applicant	Date
Notary	Date
REQUIRED SUBMISSION	WITH APPLICATION – MUST BE NOTARIZED
APPLICATIONS ARE TO BE RETURN DEPARTMENT	VED TO THE MILAN MUNICIPAL BUILDING- POLICE
PO	OLICE DEPARTMENT

Milan Municipal Building

VILLAGE OF MILAN, ILLINOIS

BOARD OF POLICE COMMISSIONERS APPLICATION FOR EMPLOYMENT



AFFIRMATIVE ACTION POLICY

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position of police officer. It is the intent of the Village of Milan to provide equality of opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, marital status, veteran status, physical or mental disability, sex or age or any other legally protected status (except when sex, age, or physical or mental disability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all phases of full and part-time, temporary and seasonal employment.

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 Village of Milan. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying.

PLEASE USE TYPEWRITER OR PRINT IN INK

PERSONAL INFORMATION

1. NAME: LAST FI		FIRST		MIDDLE		
(List any other	names which you have use	ed such as Maiden name, adopted name, etc)				
DATE OF B	BIRTH-		AGE	SEX:	Male	Female
PLACE OF	BIRTH-					
HEIGHT		WEIGHT		HAIR	EYES	
2. HOME A	ADDRESS	APT. / LOT CITY		STATE	ZIP CODE	
НОМЕ РНО	ONE	BUSINESS PHONE		CELLULAR PHO	ONE	
()		()		_ ()		
E-MAIL AD	DDRESS					
SOCIAL SE	CURITY NUMBER					
DRIVER'S	LICENSE NUMBER	R/STATE-				

LIST YOUR ADDRESSES FOR THE LAST TEN YEARS STARTING WITH PRESENT ADDRESS

From (MO/YR)	TO (MO/YR)	Address			City/Sta	te/Zip Code	
From (MO/YR)	TO (MO/YR)	Address			City/Sta	te/Zip Code	
From (MO/YR)	TO (MO/YR)	Address			City/Sta	te/Zip Code	
From (MO/YR)	TO (MO/YR)	Address			City/Sta	te/Zip Code	
From (MO/YR)	TO (MO/YR)	Address			City/Sta	te/Zip Code	
3. CIRCLE O)NE: , PROVIDE THE FO			NGLE	SEPERATED	DIVORCED	WIDOWED
DATE OF DIS	SOLUTION OF	MARRIAGE-			CITY/	STATE	
WIFE'S MAIDI	EN NAME				RESID	DENCE	
TO WHOM WA	AS ACTION GRA	ANTED			ALIM	ONY?	
DATE OF DIS	SOLUTION OF	MARRIAGE-			CITY/	STATE-	
WIFE'S MAIDI	EN NAME				RESID	DENCE	
TO WHOM WA	AS ACTION GRA	ANTED			ALIM	ONY?	
4. DO YOU H	AVE CHILDE	REN?	YES	NO			
IF YES, PROVI	DE THE FOLLO	WING INFOR	RMATION:				
NAME				DATE O	F BIRTH		
PLACE OF BIR	TH			WHERE	DOES CHILD	RESIDE	
NAME-				DATE O	DATE OF BIRTH-		
PLACE OF BIR	TH			WHERE	ERE DOES CHILD RESIDE-		
NAME				DATE O	F BIRTH		
PLACE OF BIR	TH			WHERE	DOES CHILD	RESIDE	
	A U.S. CITIZE ED PROVIDE THE		YES	NO	NATI	VE BORN	NATURALIZED
(DATE OF NAT	ΓURALIZATION	<i>t</i>) (1.0	OCATION)		(DOCUM)	ENTATION)	

7. HAVE YOU EVER RECEIVED IF YES, COMPLETE THE FOLLOWING (U	D A TRAFFIC CITATION, SUMMONS, AND/OR TICKET? YES NO ISE 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-
VIOLATION-	(Convicted, Not Guilty, Fine, Court Supervision, etc) 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-
	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-____ DATE OF OFFENSE-ARRESTING AGENCY-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) (Proficiency) (Name of Language)

(Proficiency)

(Name of Language)

MILITARY SERVICE

11. HAVE YOU EV	VER SERVED IN THE ARMED F	ORCES?	Y	ES	NO
IF YES: BRANCH OF SERVICE _		RANK AT ENLISTMENT			
	RANK AT DISCHARGE	LENG	TH OF SERV		
	BRANCH OF SERVICE	RANK	AT ENLIST	MENT	
	RANK AT DISCHARGE	LENG	TH OF SERV	/ICE	
12. WHAT TYPE (OF DISCHARGE DID YOU RECE	EIVE:			
(Honorable, Medical,	Dishonorable, Honorable Conditions, e	tc.)			
13. GIVE THE DA	TE AND LOCATION OF DISCHA	ARGE:		LOCATI	ON
		DATE		LOCATI	ON
	VER BEEN CONVICTED IN A M O OTHER MILITARY DISCIPLIN		URT		
OR RECEIVE	OTHER WILLTART DISCH LII	YES YES	NO	IF YES, EX	XPLAIN BELOW
	W OR HAVE YOU EVER BEEN ONAL GUARD OR RESERVE?_				
		YES	NO	BRANC	H/LOCATION
16. DO YOU USE (OR HAVE YOU EVER USED INT	OXICANTS?	Y	ES NO IF	YES, EXPLAIN
	OR HAVE YOU EVER USED ILL	ICIT NON-P	RESRIPTI	VE DRUGS/ME	DICATION?
YES NO	IF YES, EXPLAIN BELOW				

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

DATE-

NO

YES IF YES, PROVIDE THE FOLLOWING INFORMATION: AGENCY-_____CITY/STATE-___ POSITION- SUPERVISOR-DATE (FROM) - ______ DATE (TO) - _____ REASON FOR LEAVING-AGENCY- CITY/STATE-POSITION-_____SUPERVISOR-____ 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-REASON-DATE-NAME OF AGENCY-_____ CITY/STATE- _____

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		
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-	
(LIST THREE REFERENCES FROM PAST OR CURRENT	DFESSIONAL REFERENCES EMPLOYERS. THESE PEOPLE SHOULD BE FAMILIAR WITH YOUR WORK AND BE IN A ION. ONE REFERENCE SHOULD BE FROM YOUR CURRENT EMPLOYER) OCCUPATION-
ADDRESS-	
TELEPHONE NUMBER-	
NAME-	OCCUPATION-
ADDRESS-	CITY/STATE-
TELEPHONE NUMBER-	CELL NUMBER
NAME	OCCUPATION-
ADDRESS	
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	
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-
NAME OF FIRM-	BUSINESS TYPE
ADDRESS-	
CONTACT PERSON-	
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
	DATE (FROM) - DATE (TO) -

29. HAVE YOU EVER BEEN SUED?	YES		0	IF YES, EXPLAIN BELOW
30. HAVE YOU EVER FILED FOR BANKRI		YES	NO	IF YES, EXPLAIN BELOW
31. ARE YOU A MEMBER OF ANY SOCIAL I	MEDIA WE	BSITES?	YES	NO

ADDITIONAL NARRATIVE RESPONSES (INDICATE THE APPLICABLE NUMBER WHICH YOU ARE RESPONDING TO) Applicant's signature-

NOTE

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

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

<u>APPLICATIONS ARE TO BE RETURNED TO THE MILAN MUNICIPAL BUILDING-POLICE DEPARTMENT</u>

- 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. <u>ALL</u> 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
- **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	
	MUST BE NOTARIZED B	ELOW	
Subscribed and swo	rn to me this		
day of	in the year of 2024		
	Notary Public	-	



APPLICATION PACKET CONTENTS:

[]	Letter
[]	Hiring Procedure
[]	Authorization for Release of Personal Information * <u>REQUIRED SUBMISSION WITH APPLICATION</u>
[]	Application *REQUIRED SUBMISSION WITH APPLICATION

*REQUIRED SUBMISSION WITH APPLICATION. <u>ALL</u> DOCUMENTS SHALL BE PLACED IN A 9 X 12 SEALED MANILA ENVELOPE ADDRESSED TO THE "MILAN POLICE BOARD OF POLICE COMMISSIONERS"

Incomplete applications may be subject to disqualification from the recruitment process.