

Date posted: May 11, 2014

**Employment Opportunity
Police Officer
Full-Time**

Applications will be accepted through the City of St. Charles website at www.stcharlesil.gov. Two additional required forms are posted on the website in PDF format for printing purposes only and are available at the Charles Police Department Records Section. The completed forms and documentation listed below along with a \$20 administrative fee (cash only) must be submitted in person to the St. Charles Police Department Records Section (hours are M-F 6 a.m. to 10:30 p.m. and Sat. 7 a.m. to 5 p.m., closed Sundays and holidays).

Required Documents and Forms:

- Birth Certificate (copy)
- Driver's License (copy)
- High School diploma (copy)
- Military discharge (copy of DD214 will be required when applying for military points)
- Background Check Authorization Form (on City website Job Posting)
- Tests and Results Statement (on City website Job Posting)

Please complete the on-line application prior to submitting your payment and documentation. The first 300 complete applications will be accepted. Applications are considered complete when the on-line application has been completed, **AND** the \$20 cash payment with required documents and forms has been submitted.

Applicants must be a US citizen, high school graduate/GED (college degree preferred), and at least 21 years of age at the time of application and under 35 years of age when the final eligibility list is posted. Prior to hiring successful completion of a background check will be required. Post offer the successful completion of a psychological assessment, polygraph, physical, functional capacity evaluation, and drug screen will be required.

The following is a tentative schedule of the testing procedures:

May 11, 2014	Applications available
May 24, 2014	Deadline for submission of application/documentation is 4:30 pm or when 300 applications have been received
July 19, 2014	Orientation/physical agility/written examination
August 25, 2014	Oral interviews begin
September 12, 2014	Posting of Initial Eligibility Register
September 26, 2014	Posting of Final Eligibility Register

Dates are subject to change at the discretion of the Board of Fire and Police Commissioners. Applicants are required to be present for all components of the testing process.

Compensation and Benefits

A starting salary effective May 1, 2014 is \$ 60,570 with a full competitive benefit package to include a Medical, Dental, Life Insurance, deferred compensation, retirement savings plan, EAP with a work/life component, a comprehensive Wellness program, and much more.

The full job description for this position can be viewed on the City of St. Charles website at www.stcharlesil.gov and questions should be directed to Senior Administrative Assistant Sara Cass at scass@stcharlesil.gov or 630.443.3777.

The City of St. Charles is an Equal Opportunity Employer.

REQUIRED FORMS ATTACHED – SCROLL DOWN

BACKGROUND CHECK AUTHORIZATION

I authorize and empower the City of St. Charles, Illinois, Board of Fire and Police Commissioners, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, criminal, education, credit, general reputation, health, personal characteristics and mode of living, through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Upon written request, I understand that said Board would provide me with information regarding the scope of the investigation if one is made.

Print Name: _____

Applicant Signature: _____

Date: _____

TESTS AND RESULTS STATEMENT

I, _____, understand that all tests and
Please Print

results thereof become the property of the St. Charles Board of Fire and Police Commissioners and
are not subject to review.

Print Name: _____

Applicant Signature: _____

Date: _____