



City of Highland Park Required Documentation Checklist



REQUIRED DOCUMENTS – 12/2/19 AT 4:00 PM

- Complete Online Application

- Copy of High School Diploma or equivalent

- Copy of Valid Driver's License

- Copy of Birth Record as Proof of Citizenship
 - The following documents are accepted as proof of citizenship:
 - Copy of US County / State issued birth record
 - Copy of valid US 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 one year prior to December 2, 2019

ONE OF THE FOLLOWING IS REQUIRED

- Copy of Military DD-214 Long Form (MUST show four (4) completed years of continuous service in the US Military)

OR

- Copy of Official College / University Transcripts (MUST show proof of at least 60 semester hours (90 quarter hours) of successfully completed college credit from an accredited college / university. Candidates 20 years of age must show proof of 60 semester hours (90 quarter hours) of completed course work in the study of law enforcement from an accredited college / university.

If you completed an application without submitting documentation you must email it to hr@cityhpil.com or mail to Human Resources, 1707 St. Johns Ave., Highland Park, IL 60035 by the application deadline of December 2, 2019 at 4:00 PM.