

REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following checklist will help ensure you submit all of the required application materials and documentation. The required documents may be uploaded into the on-line application on [governmentjobs.com/careers/huntleyIL](https://www.governmentjobs.com/careers/huntleyIL) at the time of application submission, mailed or dropped off at the Village of Huntley Human Resources Department, 10987 Main Street, Huntley, IL 60142. **This form must be submitted with the documentation.**

1. Gather the required documentation, (please check those being submitted)

- Copy of Birth Certificate or Naturalization Papers if born outside of the United States
- Copy of Valid Driver's License
- Certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
- Copy of High School Diploma or GED
- Copy of College Transcripts, if applicable
- Copy of College Diploma, if applicable
- Copy of DD-214, if applicable
- Complete the basic online employment application (see link below)
- Signed Disqualification Notice
- Signed Acknowledgement and General Release
- Signed Authorization to Release Information
- Signed Fair Credit Reporting Act Disclosure and Acknowledgement
- This checklist with a signature
- Disclosure Form (optional)

2. Complete the basic online employment application and supplemental questions at:

<https://www.governmentjobs.com/careers/huntleyIL>

- Upload this supplemental application and **all** the required documents into the online application before submittal. (Please note: You cannot go back into the application to add documents once it has been submitted).

OR

- After completing the basic online employment application, either mail or drop off the completed supplemental application and the required documentation to the Village of Huntley, Human Resources, 10987 Main Street, Huntley, IL 60142

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

Applications are considered complete when the on-line application has been submitted **AND** the required documents and forms have been either uploaded in the application or submitted to the Human Resources Department.

Applicant Signature _____ Date _____

DISQUALIFICATION NOTICE

The Rules and Regulations of the Huntley Board of Police Commissioners (HBPC) govern the testing and hiring processes. According to the Rules, the HBPC may refuse to examine or, after examination, refuse to certify as eligible, or refuse to hire, a candidate who:

- a. is found lacking in any of the established preliminary requirements for the service for which he or she applies;
- b. is physically unable to perform the essential duties of the position to which he or she seeks appointment with or without a reasonable accommodation;
- c. is found to have taken or used drugs illegally;
- d. has been convicted of a felony or any misdemeanor involving moral turpitude; as specified in 65 ILCS 5/10-2.1-6 as it may be amended from time to time;
- e. has been dismissed from any public service;
- f. has attempted to practice any deception or fraud in his or her application;
- g. has character and/or employment references that are unsatisfactory;
- h. does not possess a high school education or its equivalent, in addition to an Associate's Degree (subject to waivers specified in 65 ILCS 5/10-2.1-6);
- i. has failed to fulfill any of the requirements for applicants which are set forth in State Law, Village ordinance and these Rules and Regulations;
- j. has failed to attend any phase of the testing process;
- k. has been classified by his or her Local Selective Service Draft Board as a conscientious objector;
- l. is otherwise unqualified or service in the Police Department.

I, as a prospective candidate for a position with the Village of Huntley, have read and understood these standards for disqualification.

Print Name: _____

Applicant Signature: _____

Date: _____

ACKNOWLEDGMENT and GENERAL RELEASE OF ALL CLAIMS

Read the following carefully before signing.

I, the undersigned, certify that I have read and fully comprehend this application for employment in its entirety. I acknowledge that the information provided on this application for employment and other submitted application materials is true, complete, and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment / other submitted application materials, whenever or however discovered, may result in the rejection of my application for employment or termination of employment without notice or benefits.

In consideration of my participation in the employment process, I authorize an investigation by the Huntley Police Department, the Village of Huntley or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - of my employment history, background and criminal history, credit history, education, military service, and activities. I authorize the Employer to request and receive such information. I authorize my current / former employers to furnish their records of my service, my reasons for leaving their employ, and all other information they may have concerning me, to the Employer. I understand that the Employer is not responsible for the accuracy or completeness of the information contained in any reports. I agree to cooperate in such an investigation. I hereby fully release and discharge the Employer, its successors, heirs, executors, administrators and assigns, from all rights, claims, and damages, whether to person or property, whether known, unknown, foreseen or unforeseen, and all actions of any type whatsoever, which I may have against the Employer arising out of my participation in the employment process. This release is intended to release all claims for injuries, damages, or loss of any kind whatsoever to me, my persons or property, real or personal, whether known, unknown, foreseen, or unforeseen which I may have against the Employer. I understand and acknowledge the significance and consequences of such specific intention to release all claims and do hereby assume full responsibility for any and all expenses, liabilities, injuries, damages, and/or losses that may incur from participating in the employment process.

I understand that all tests, assessments, and results thereof become the property of the Huntley Board of Police Commissioners and are not subject to review.

I understand that submission of an application for employment does not obligate the Employer to engage in further review of my application for employment. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Employer to employ me.

Print Name: _____

Applicant Signature: _____

Date: _____

In signing this document, I understand that I am releasing or giving up certain potential legal rights. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release.

Printed Name _____

Signature _____

Date _____

FAIR CREDIT REPORTING ACT DISCLOSURE AND ACKNOWLEDGMENT
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING]

The Village of Huntley (“the Village”) hereby discloses that it may obtain a “consumer report” about you from a consumer reporting agency for employment purposes. Such a “consumer report” may include information about your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, verification of Social Security number, residences, employment history, education, criminal history, and/or mode of living. Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the Village and its designated agents and representatives to obtain a “consumer report” at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Backgrounds Online, 1915 21st Street, Sacramento, CA 95811; tel. #1-800-838-4804; backgroundsonline.com and/or Employer. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security* # _____ Date of Birth* _____

Driver’s License # _____ State of Driver’s License _____

Present Address _____ Phone Number _____

City/State/Zip _____

Signature: _____ Date: _____

*This information will be used for background screening purposes only and will not be used as hiring criteria.



10987 Main St
Huntley, IL 60142
847-515-5200

The Village of Huntley collects the following information to evaluate its recruitment practices. Disclosure of information is on a voluntary basis. The information disclosed is confidential and will be maintained separate from your employment application. Submission or non-submission of this form shall not be used as a factor concerning eligibility for employment.

Position applied for: LATERAL TRANSFER POLICE OFFICER

Recruitment Date: 01/21/2022-02/18/2022

Name _____

Gender Male Female

Ethnicity and Race

Hispanic or Latino

Non-Hispanic or Latino:

- American Indian / Native Alaskan
- Asian
- Native Hawaiian or Pacific Islander
- Black or African American
- White
- Two or More Races (non-Hispanic or Latino)

How did you FIRST learn of this opportunity?

- The Blue Line website posting
- Village of Huntley posting (website, Facebook, weekly announcements)
- Informed by a current Village of Huntley / Huntley Police Department employee
- Informed by a co-worker in another Police Department / municipality
- Informed by a friend or a relative
- Other referral source – please indicate _____