



# IOS Recruitment - Application Instructions

## Northbrook Police Department

Thank you for your interest in the Northbrook Police Department! Please be sure to carefully review all application instructions and testing information.

**Starting Salary:** \$73,577.48 based on current collective bargaining agreement.

### **Police Officer Application Instructions:**

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline date(s). Applicants who do not meet the minimum requirements will not be allowed to continue on in the testing process.
2. Visit the <https://iosolutions.com/product/northbrook-il-police-officer-job-application/> to complete the online application by **Thursday, March 14, 2024, at 4:00 p.m.** Documents delivered after the application deadline will not be accepted.
3. Gather all required documents - sign and print release form(s) and place all documents into an envelope. Documentation received via email will not be accepted! Business hours are Mon-Thurs: 8:30 AM- 5:00 PM; Fri: 8:30 AM- 3:00 PM; closed weekends and holidays.

**Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:**

**IOS Recruitment**  
**ATTN: Northbrook PD**  
**1520 Kensington Rd. Ste.110**  
**Oak Brook, IL 60523**

4. Please contact IOS Recruitment at (800)-343-HIRE or [recruitment@iosolutions.com](mailto:recruitment@iosolutions.com) with questions regarding the application, required documents or testing before the application deadline date. Be sure to add us to your address book and check your email inbox (including spam) often for time sensitive information.

### **Orientation and Testing Information:**

**Saturday, April 13, 2024.** Testing will be at Northbrook Village Hall, 1225 Cedar Ln., Northbrook, IL 60062. Sign-in will be from 8:30 a.m. to 9:00 a.m. Doors will close at 9:00 a.m. – there will be no late admittance. Arrive with photo identification (valid Driver's License or State ID) to sign in.

Orientation and testing will immediately follow sign-in. All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration. Additional testing details, including testing location, will be released at a later date.





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### Police Officer Minimum Requirements:

- 21 years of age and under 35 years of age by date of written examination, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act.
- Authorized to work in the United States under federal law or qualified under the federal Deferred Action for Childhood Arrivals (DACA) for deferred immigration action.
- Valid driver's license.
- Associate degree or 60 semester hours from an accredited college or university. 60 semester hours can be waived with 24 months of honorable active duty service in any branch of the US Armed Services.
- POWER test card dated one year from application deadline – March 14, 2023 – March 14, 2024.
- Correctable vision to 20/20 and free from color blindness.
- Ability to pass all selection and training requirements.

### Preference Point Information:

Candidates on the initial eligibility list will have the opportunity to claim preference points. Notice of the preference point claim period will be provided after the written examination. Points are not cumulative. A maximum of 5 points will be awarded. Points will be available for the following categories:

- Veteran Status (5 pts.) – Must have at least one year of active service in the United States military and honorable discharge.
- Educational Status (5 pts.) – Must hold an Associate's Degree in the field of Law Enforcement or Criminal Justice **or** a Bachelor's Degree in any field of study.
- Experience (5 pts.) – Must be a **current** law enforcement officer on a part-time or full-time basis for a department within the State of Illinois. Must have certificate attesting to the successful completion of completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act.





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### Northbrook Police Department – Required Documents Checklist

Due March 14, 2024, at 4:00 p.m.

**Confirmed Online Application**      Write Your Confirmation Number Here: \_\_\_\_\_

**Consent & Release Agreement (2 pages) – must be signed and dated by applicant**

**Copy of official college transcripts or college diploma (unofficial transcripts will not be accepted)**

**Copy of valid driver's license**

**Copy of proof of legal authorization to work in the United States**  
The following documents are accepted as proof:

- U.S./County issued birth record
- U.S. Passport
- Naturalization papers
- Permanent resident card
- Documentation demonstrating meeting qualifications under DACA

Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

**Copy of POWER Test Card dated 3/14/2023 – 3/14/2024**

**Copy of Illinois Law Enforcement Officer Certification (if applicable)**

**Copy of Military DD-214 (if applicable)**

Please deliver completed release form(s) and all required documents to the address below by:

**Thursday, March 14, 2024, at 4:00 p.m.**

**IOS Recruitment  
ATTN: Northbrook PD  
1520 Kensington Rd, Suite 110  
Oak Brook, IL 60523**

Please be sure to carefully review the checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be the cause of disqualification. IOS Recruitment is not responsible for late, misdirected, or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.





# IOS Recruitment and Testing Services

## Northbrook Police Department

### Consent and Release Agreement

#### **CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT**

##### Application and Background Check

I acknowledge that as a condition of being considered for employment with Northbrook Police Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

##### Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.



# IOS Recruitment and Testing Services

## Northbrook Police Department

### Consent and Release Agreement

#### Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

**I hereby certify that I have read this document and I understand its content.**

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

S i g n a t u r e : \_\_\_\_\_ Date : \_\_\_\_\_