



# APPLICATION FOR EMPLOYMENT

City of Aurora, Human Resources Department, 44 E. Downer Pl., Aurora, IL 60507-2067

## AFFIRMATIVE ACTION POLICY

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Aurora to provide quality of opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability status, marital status, sex, or age (except when sex, age, or handicap is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all types of full, 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 with the City of Aurora. Please furnish us with complete information as outlined in this application. You are encouraged to attach a resume or any additional information as qualifies you for the position for which you are applying. Please *PRINT* in blue or black ink.

## EMPLOYMENT REFERENCE

Position applied for: \_\_\_\_\_ Available to work: Days Evenings Nights Weekends

Minimum wage desired: \$ \_\_\_\_\_ per \_\_\_\_\_ Type of employment desired: Full time Part-time Temporary Seasonal

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street City State Zip Code Home Work/Other

Are you at least 18 years of age? No Yes

Have you ever worked for the City of Aurora? No Yes Please specify \_\_\_\_\_  
Position Dates

Are you legally authorized to work in the United States? No Yes

Do you have a valid driver's license? No Yes Please specify \_\_\_\_\_  
Number Class State Expiration

Have you ever been convicted or plead guilty to a misdemeanor or felony? (The City of Aurora will not automatically reject an applicant who has been convicted) No Yes Please specify \_\_\_\_\_  
Date(s) State Offense

Military Service: Branch \_\_\_\_\_ Duties \_\_\_\_\_

Currently Active? No Yes Dishonorably Discharged? No Yes

PERSONAL REFERENCES: Please list the names of two persons, not relatives or former employers, whom you have known at least one year.

Name Address City Zip Code Phone No.  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION INFORMATION**

Circle Highest  
Grade Completed:

Grade School  
1 2 3 4 5 6 7 8

High School  
1 2 3 4

College  
1 2 3 4

Graduate School  
1 2 3 M.A. Ph.D.

School Name & Location	Course/Major Area of Study	Dates Attended	Degree/Diploma
High School			

**EMPLOYMENT INFORMATION**

Begin with your present employment & work back in time, accounting for all time worked during past ten years. IN ADDITION, list any other job related work experience that may qualify you for this position. Attach additional page if necessary.

Employer _____ Address _____ Street City State Zip Code Supervisor's Name & Title _____ Your Title _____ Your Duties _____ May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving: _____	From _____ Mo. Year To _____ Mo. Year <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week _____ Salary _____
Employer _____ Address _____ Street City State Zip Code Supervisor's Name & Title _____ Your Title _____ Your Duties _____ May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving: _____	From _____ Mo. Year To _____ Mo. Year <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week _____ Salary _____
Employer _____ Address _____ Street City State Zip Code Supervisor's Name & Title _____ Your Title _____ Your Duties _____ May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving: _____	From _____ Mo. Year To _____ Mo. Year <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week _____ Salary _____

PLEASE USE THIS SPACE BELOW, AND ADDITIONAL SHEETS IF NECESSARY, TO LIST ANY SPECIAL QUALIFICATIONS, TRAINING, OR EXPERIENCE WHICH YOU HAVE AND YOU FEEL SHOULD BE CONSIDERED IN REVIEWING YOUR APPLICATION.

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**PLEASE READ CAREFULLY BEFORE SIGNING:** I certify that all the statements made in this application are accurate to the best of my knowledge. I understand that any false statements on this application shall be considered sufficient cause for non-hire and/or dismissal. I authorize the City of Aurora to investigate any of the information contained herein, including the contacting of my references. I also authorize the Aurora Police Department to disclose and/or release any information on any conviction listed on file under my name, and release the Aurora Police Department from any and all liability for damages for the furnishing of any information concerning me. I agree to release any of my former employers from any damages or liabilities caused by releasing any employment information on me that they may provide the City of Aurora. I agree to submit to a physical examination which I will be required to pass before being finally accepted for employment. I also agree that in the event of employment, I will submit to further physical examinations when required by the City of Aurora. I further agree to comply with all applicable Civil Service, Human Resources and department rules and regulations of the City of Aurora.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Please write your signature in ink*

**An Equal Opportunity Employer \* M/F/D/V  
Reasonable Accommodation Upon Request**



**2014 Aurora Police Officer  
Testing Process Outline**

**Day 1- Orientation – Auditorium  
(Through door #18)**

**Friday, June 27, 2014 7:00 p.m.  
Registration starts at 6:00 p.m.**

**Day 2- Physical Fitness Exam –  
(Blue Field House)**

**Saturday, June 28, 2014  
9:00 a.m.**

**Day 3- Written Exam – Lower Student Cafeteria  
(Through door #22)**

**Sunday, June 29, 2014  
8:00 a.m. or 2:00 p.m.**

***(depending on your given start time)***

**\*Only for those who pass the\*  
Physical Fitness Exam**

***All testing will be conducted at  
West Aurora High School  
1201 W. New York Street  
Aurora, IL 60506***

## **2014 Police Officer Entry Level Testing Process**

### ***READ THIS ENTIRE HANDOUT***

***YOU ARE EXPECTED TO PRODUCE YOUR OWN COPIES OF ALL DOCUMENTS.  
THERE WILL BE NO COPIES OF ANY PAPER WORK MADE FOR YOU.***

### **QUALIFICATIONS:**

You must meet the following qualifications in order to take the entrance examination:

- High School Diploma **with a grade point average of 2.5 out of 4.0 (or an equivalent on a scale with a maximum grade point average other than 4.0) or a G.E.D. with a minimum composite score of no less than 2480 points, or at least sixteen (16) hours of college credit with a grade point average of 2.5 out of 4.0 (or an equivalent on a scale with a maximum grade point average other than 4.0) regardless of high school grade point average or G.E.D. composite score.**
- Must be 20 years of age (or at least 21 years of age at time of appointment or graduation from a Police Training Institute) and less than 35 years of age. **Any candidate who turns thirty-five (35) years of age while on the register but prior to hire shall be removed from the register.**
- Must be a United States citizen at time of appointment.
- Must possess a valid class "D" Illinois Drivers License prior to appointment and at the time of testing, must present same or a valid out-of-state driver's license of similar classification.
- Must be able to meet vision standard at time of appointment. Vision must be 20/20 with both eyes open or correctable to 20/20 with corrective lenses.
- Must be in excellent physical and mental condition so as to be able to competently perform the duties required of a police officer. Applicants will undergo an extensive physical examination, which includes drug testing, audio and vision testing.
- Must possess excellent moral character and personal integrity (to be verified by various testing procedures).
- Must not have any felony or serious misdemeanors convictions.

### **Selection Procedures (Mandatory)**

1. Mandatory Orientation
2. Physical Fitness Exam
3. Validated written entry level examination
4. Polygraph examination
5. Background Investigation
6. Psychological examination
7. Pre-employment physical including eye exam and drug screening
8. State required P.O.W.E.R. test before entering police academy

The Civil Service Commission reserves the right to make changes in the above process and you may be stricken from the eligibility list for failing to meet Civil Service standards of any of the above listed procedures.

**\*\* YOU MUST PRESENT YOUR VALID DRIVERS LICENSE TO GAIN\*\*  
ADMITTANCE TO EACH TESTING PROCEDURE. THERE WILL BE NO LATE  
ADMITTANCE ACCEPTED IN ANY PART OF THE PROCESS**

### **MANDATORY ORIENTATION DAY-1**

Will be held at West Aurora High School on **Friday, June 27, 2014 at 6:00 p.m. in the Auditorium, enter at Door #18**, 1201 West New York St., Aurora, IL. Registration will begin at 6:00 p.m. with orientation at 7:00 p.m. Orientation will last approx. 1 hour. You are encouraged to bring your spouse or significant other to this presentation **no children allowed. Doors will be closed and no one will be admitted at 7:00 p.m.**

### **PHYSICAL FITNESS EXAMINATION DAY-2**

Will be conducted at West Aurora High School in the **Blue Field House on Saturday, June 28, 2014 at 9:00 a.m.**, 1201 West New York St., Aurora, IL. All candidates will be tested on four physical tasks; Sit & Reach Test, One (1) Minute Sit-Up Test, Bench Press Test and 1.5 Mile Run Test. All candidates must pass each task in order to proceed to the Written Examination. **Please bring a water bottle with you, doors will be closed and no one will be admitted at 9:00 a.m.**

### **WRITTEN EXAMINATION DAY-3**

Will be conducted on **Sunday, June 29, 2014 at 8:00 a.m.** West Aurora High School, 1201 West New York St., Aurora, IL in the **Lower Student Cafeteria, Door #22**. In the event there are over 100 applicants for the written exam, two exams will be given that day with the second exam starting at 2 p.m. Applicants will be notified at the physical fitness exam of their time for the written exam. **Doors will be closed and no one will be admitted at 8:00 a.m.**

The written exam process should take about five (5) hours. Plan your schedule accordingly; you will be notified via US Mail of your written exam results.

**\*\*ALL OF THE FOLLOWING PROCEDURES WILL TAKE PLACE AFTER\*\*  
**THE THREE DAY TESTING HAS OCCURRED DEPENDENT ON THE  
ESTABLISHED ELIGIBILITY LIST.****

### **POLYGRAPH**

The Polygraph exam will be discussed at orientation and the Commission will mention a list of offenses that will eliminate you from the eligibility list. The polygraph exam will be used to confirm any recent drug use, your use of alcohol habits, and any criminal offense you may have committed, whether it was detected or not.

Because of the expense involved, this exam will be conducted as needed. You will be notified via mail containing necessary instructions. All costs of polygraph exam are the responsibility of the Civil Service Commission.

### **PSYCHOLOGICAL TESTING**

The Psychological exam consists of a written exam and an interview with the psychologist. You will be provided with the name of the testing company along with instructions on whom to call to schedule your appointment. This exam usually takes 5 – 6 hours.

Once again, because of the expense involved, this exam will be conducted as needed. You will be notified via mail containing necessary instructions. All costs of polygraph exam are the responsibility of the Civil Service Commission.

### **BACKGROUND INVESTIGATION**

This is an extensive background investigation conducted by officers of the Aurora Police Department and will be implemented only upon successful completion of the polygraph exam. This background will check your driving record, any criminal charges; your past employment and talking with family, friends, and neighbors.

**SUCCESSFUL COMPLETION OF ALL SECTIONS OF THE PROCESS IS REQUIRED  
TO MOVE FORWARD IN THE PROCESS.**

### **PHYSICAL**

Conducted only after you have been offered employment.

**This is a long and tedious process however the eligibility list will be good for one year and may be extended for an additional year.** If at any time during the length of the eligibility list you should move or change phone numbers, the Commission must be notified in writing of that change. Failure on your part to notify the Commission may result in a missed job opportunity.

If you apply for and receive residency points, then move out of the city limits before appointment, you will lose the residency points and your position on the list will change

accordingly.

The Preference Points request form is attached. It must be completed with all the proper documents and ready to turn in with your application. **THIS IS THE ONLY TIME THIS FORM AND PROPER DOCUMENTS WILL BE ACCEPTED. NO LATE REQUEST FOR PREFERENCE POINTS WILL BE GRANTED.**

Throughout the testing process there will be no cancellation for or rearranging of appointments. In order for the process to be fair to all applicants, the Civil Service Commission requires that all testing appointments be kept. Should you miss an appointment, it will not be rescheduled and you will be disqualified.

**2014 AURORA POLICE DEPARTMENT  
ORIENTATION PROGRAM DAY 1**

**West Aurora High School  
Friday, June 27, 2014  
7:00 P.M. – 8:00 P.M.  
(doors will be closed at 7:00PM)**

- 7:00 –7:15**                    **Welcome: Civil Service Chairman Powell  
Introduction of Commission Members  
Explanation of testing process**
- 7:15 – 7:30**                    **Opening Remarks  
Commander Joseph Groom**
- 7:30 – 7:40**                    **A Female Police Officer/Point of View  
Commander Kristen Ziman, Aurora Police Department**
- 7:40 - 7:50**                    **Department Training/Physical Fitness Test  
Officer Daniel Eppard**
- 7:50 – 8:00**                    **QUESTIONS & ANSWERS**

**POLICE OFFICER  
CANDIDATE PHYSICAL CONDITIONING TEST  
WAIVER OF CLAIM FOR INJURY DAY 2**

This form must be signed before you will be permitted to participate in the Candidate Physical Conditioning Test.

**You will be asked to perform (4) physical tasks and will be given specific instructions by proctors in the manner in which these physical tasks are to be performed. The four (4) physical tasks are:**

1. Sit and Reach Test
2. 1 Minute Sit-Up Test
3. Bench Press Test
4. 1.5 Mile Run Test

I have read and understand the physical effort which this Candidate Physical Conditioning Test involved. I am physically capable of participating in this test. I hereby waive any and all claims for or arising out of any injury I might sustain or incur as a result of participating in the Candidate Physical Conditioning Test. I voluntarily participate as part of my application for employment.

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Last Name (please print)

First Name

MI

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Applicant Signature

Date

## WRITTEN TEST DAY 3

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

**The written aptitude test will be administered on Sunday, June 29, 2014 at West Aurora High School in the lower student cafeteria door #22. West Aurora High School is located at 1201 West New York Street, Aurora, IL 60506.**

**Applicants must arrive by 8:00 a.m. or 2:00 p.m. dependent on when you were scheduled. The testing will take approximately 4 ½ hours and tardiness will disqualify you from the process. You must present a valid ID in order to take the test.**

The schedule for the written aptitude test is as follows:

<b>15 minutes</b>	<b>Instructions for Study Period</b>
<b>2 hours</b>	<b>Study Period</b>
<b>15 minutes</b>	<b>Break</b>
<b>15 minutes</b>	<b>Check-in for Examination Period</b>
<b>15 minutes</b>	<b>Instructions for Exam</b>
<b>1 ½ hours</b>	<b>Examination</b>

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

### **TESTING PROCEDURES**

The study session will begin immediately after the instructions have been read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test, which will be administered during the afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like.

Please note, however, that these breaks will shorten the amount of time that you will have for studying. You may leave early from the study session. However, once you decide to leave from

the study session you must turn in your materials, and you will not be allowed back until the registration period for the afternoon test.

Applicants will be given a short break after the study session. Snacks will not be provided during the break. You will be required to leave the test room and to provide your own snack.

The afternoon session will begin with the registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and a half (1 ½) hours to complete the written examination.

All questions on the afternoon examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam in the afternoon if you did not attend and register for the morning study session.

**Do not bring notebooks or other study materials with you to the test site. All necessary materials, including note paper, will be provided to you. You should not bring cellular phones or other electronic devices into the test room unless absolutely necessary. Any electronic devices brought to the test room will be given to the test monitor until the exam is completed.**

Listed below are some tips that might help to make your test date more comfortable and successful:

- 1) Get a good night's rest before the test.
- 2) Wear comfortable clothing and try to relax as much as possible.
- 3) Arrange for reliable transportation to and from the test site.
- 3) Bring your own snack if one is desired - snacks will not be provided.
- 4) Listen carefully to the monitor's instructions.
- 5) Be certain that you really understand the material in the Study Guide.
- 6) Take your time - there should be plenty of time in both the study session and the test period.
- 7) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 8) If you have trouble with a particular question, skip it and return to it later.
- 9) Make certain that your answers are entered into the correct spaces on the answer sheet.

Also, you should bring along picture identification such as a driver's license. **You will be required to show picture identification to the test monitor before leaving the test site.**

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the pre-employment testing procedures, call the Aurora Civil Service Commission at (630) 256-3430.

**REQUEST FOR PREFERENCE POINTS FORM**

Police Officer Testing

Form **MUST** be submitted at with your application.

I do hereby make application for the following preference points as indicated. I understand that misrepresentation will be cause for my name being stricken from the eligibility list. I understand that I must first meet the written exam cutoff score before any preference points can be applied. I also understand that all preference point claims will be verified at time of background investigation and that any misrepresentation will be ground for elimination from further consideration.

\_\_\_\_\_ Name (please print)

\_\_\_\_\_ Date

**PLEASE SUBMIT COPIES ONLY**

**MAX OF 5 POINTS FOR MILITARY AND/OR EDUCATION**

\_\_\_\_\_ **MILITARY POINTS:** Applicants who were engaged in active duty or reserves in the military or naval service of the United States for more than one hundred eighty (180) days shall receive five (5) points. **SUBMIT COPY OF DD214 WITH THIS FORM.**

\_\_\_\_\_ **EDUCATIONAL POINTS:** (circle a or b)

- a. 2 points – turn in copy of your associate’s degree or copy of college transcript showing completion of 60 credit hours.
- b. 5 points – turn in copy of your bachelor’s degree.

**YOU MAY NOT REQUEST BOTH MILITARY & EDUCATIONAL POINTS.**

\_\_\_\_\_ **RESIDENCY POINTS:** If you currently live within the corporate limits of the City of Aurora and intend to maintain residency up to time of appointment, you may be eligible to have five (5) residency points added to your written test score. **IF YOU DO NOT LIVE IN THE CITY LIMITS OF AURORA, YOU ARE INELIGIBLE FOR RESIDENCY POINTS.** You must submit three (3) forms of documentation giving your name and address. A P.O. Box is not acceptable. We do not need statement portions of any document. Only the part showing your name and address. **Recommended forms of documentation are:**

**Paycheck stubs**

**Tax Bills / Returns**

**Drivers License**

**Utility Bills**

**Charge Account Bills**

**Bank Statement**

**Voters registration**

**Other forms of documentation are subject to commission approval. Do not use rental Lease, payment receipts, or I.D. Cards.** Verification of maintained residency will be required at time of appointment. Failure to maintain residency would result in the loss of the residency points and readjustment of position on eligibility list.

**\*\*Maximum of ten (10) Preference points allowed. All forms with proper documentation\*\* must be turned in with application. No request for points will be accepted after application has been turned in. You must provide your own copies. No exceptions.**

**CITY OF AURORA POLICE CANDIDATE  
APPLICATION DEADLINE AGREEMENT**

- I am turning in a copy of my Birth Certificate (showing I am 20 years of age and under 35 years of age at the time of the written exam)
- I am submitting a copy of your high school diploma, GED, or college degree verifying that I have obtained a 2.5 GPA (out of a 4.0 scale) GED with a minimum composite score of no less than 2480 points or at least 16 hours of college credit with a grade points average of 2.5 out of 4.0.
- I understand that if I qualify for preference points I must submit them with my application.
- I am turning in a copy of my valid Driver's License.
- I am turning in my signed Candidate Physical Conditioning Test Waiver of Claim for Injury form.
- I have paid my (\$20) twenty-dollar application non-refundable application fee and the receipt is attached to my application as proof of payment.
- I agree to meet the completed application deadline of Friday, June 20, 2014
- I understand that my failure to attend orientation, the physical fitness or the written examination as scheduled below, will automatically disqualify me from the testing process.
- I understand that if one of these items is not submitted my application will not be accepted and is considered incomplete and that failure to meet the application deadline will automatically disqualify me from the testing process.

**COMPLETED APPLICATION RETURN DEADLINE:**

**Friday, June 20, 2014 at 5:00 p.m.**

(if by mail, must be postmarked by June 20, 2014)

**TESTING SCHEDULE**

**DAY 1- MANDATORY ORIENTATION** Friday, June 27, 2014 at 7:00 p.m.

**DAY 2- PHYSICAL FITNESS** Saturday, June 28, 2014 at 9:00 a.m.

(You must pass the physical fitness exam to take the written exam. You will be notified of your written exam time after completing the physical fitness exam. Applicants will not be able to pick their testing time)

**DAY 3- WRITTEN EXAMINATION** Sunday, June 29, 2014 at 8:00 a.m. (In the event there are over 100 applicants for the exam, a second exam will start at 2:00 p.m.)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date