



## **LATERAL ENTRY POLICE OFFICER APPLICATION**



**Applications are Accepted on an Ongoing Basis  
Apply Now and Join Our Team!**

The City of Mt. Vernon Police Department accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Mt. Vernon Police Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Mt. Vernon Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Mt. Vernon Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Mt. Vernon Police Department. Please furnish us with complete information as outlined in this application. Please use a typewriter or print in black ink.

Read every question carefully and answer each question accurately. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her applications, or examination of appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the Mt. Vernon Police Department.

**THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE  
COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE  
ATTACHED UPON SUBMISSION.**

See the Minimum Qualifications.

You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to the City of Mt. Vernon Police Department, 211 N 10th St, Mt. Vernon IL 62864, (618) 242-2131.

**City of Mt. Vernon Police Department  
Lateral Entry Police Officer Application for Employment**

**Minimum Requirements and Qualifications**

Applicants for lateral appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. Certification by the state of employment outside Illinois will also be accepted provided the certification will be accepted and recognized by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary.
- United States citizen.
- Individuals must be at least 21 years old.
- Education - High school education or equivalent thereof
- Experience – Must be a certified part-time or full time police officer
- Valid Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Ability to furnish upon request, a copy of the following: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; and any other employment related material as requested or required.

## **Selection Process**

**Each phase of the process is pass/fail and required to proceed to the next.**

- Pre-screening interview by police department command staff
- Interview with Board of Fire and Police Commissioners
- Character and background investigation and credit check
- Post-offer examinations including but not limited to: psychological evaluation; medical examination; vision screening; and drug screening.
- All appointments are subject to a probationary period.

## **Lateral entry eligibility list**

An initial lateral entry eligibility list will be created from qualified applicants that submit the required application materials. Applications will be accepted on an ongoing basis. Placement on any lateral entry eligibility list shall be based upon the receipt of application. The placement on the list does not dictate selection order or preference. Selection from the list can be any order. In the event that prescreening identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may interview those applicants only for consideration.

**Applicants hired from the lateral entry eligibility list will receive service credit for time spent previously employed as a full-time officer with regards to pay, up to 3 years.**

**Starting pay - \$54,303**

**After 1st year - \$63,129**

**3+ years of experience - \$63,857**

**Pay includes: Base pay, kelly time, and holiday pay.**

**Health insurance premium paid by employer for employee.**

**80 hours of vacation, 3 personal days, birthday leave, and an additional safety day (can be earned) after 1st year of employment.**

**Upon employment, employee has 6 months to reside in Jefferson County.**

Credible service time with regards to the police pension system is controlled by law, specifically but not limited to the portability clause of Article 3 of the Illinois Pension Code, and requires the candidate to pay the “true cost” for the transfer of service time, which is actuarially determined, into the pension system.



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<b>REQUIRED DOCUMENTS AND APPLICATION CHECKLIST</b>	
The following is a checklist for your use to ensure you complete the Application Packet as required and attach and return all required certificates and other documentation. Check when attached.	
Application for Employment	<input type="checkbox"/>
Resume	<input type="checkbox"/>
Photocopy of certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying certified law enforcement officer (part-time or full-time).	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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

RETURN COMPLETED Application Packet and required materials in person or by mail to:

Mt. Vernon Police Department  
211 N 10th St  
Mt. Vernon, IL 62864

**NO FAXED APPLICATIONS ACCEPTED**



City of Mt. Vernon Police Department



Certified Entry / Lateral Hire Police Officer
Application for Employment

Form with fields for personal information (Last Name, First Name, Middle Name, Address, Email, Home Phone, Cell Phone) and certification questions (U.S. Citizen, Police Pension Fund, Driver's License, etc.).

<b>EDUCATION AND TRAINING</b>						
	<i>Did you graduate?</i>		<i>Type of Degree</i>		<i>Course of Major</i>	
High School Name	Yes	No	If no, highest grade completed?		GED	
City and State						
Technical School Name	Yes	No				
City and State						
College or University Name	Yes	No				
City and State						
<b>SPECIAL SKILLS AND QUALIFICATION</b>						
List any special training or skills you have gained from employment, training, experience as a volunteer, or through any other means.						
List any foreign languages that you speak and/or comprehend.						
<i>Language</i>	<i>Speak</i>			<i>Comprehend</i>		
	Fluent	Good	Fair	Fluent	Good	Fair
	Fluent	Good	Fair	Fluent	Good	Fair
	Fluent	Good	Fair	Fluent	Good	Fair
<b>EMPLOYMENT EXPERIENCE</b>						
List below all the jobs you have held in the past 10 years beginning with your present or last employer. Account for periods of unemployment. Attach supplementary pages or use white paper.						
Dates of employment (month-year)			Exact Title or Position			
From	To					
Starting salary or earnings	Average hours per week		Kind of business or organization (manufacturing, accounting, etc.)			
Final salary or earnings	# Employees Supervised					
Name of employer (firm, organization, etc.)			Address of employer (including zip code)			
Name of immediate supervisor			Phone number			
Reason for Leaving						
Description of duties and accomplishments in your work						

Dates of employment (month-year)		Exact Title or Position
From	To	
Starting salary or earnings	Average hours per week	Kind of business or organization (manufacturing, accounting, etc.)
Final salary or earnings	# Employees Supervised	
Name of employer (firm, organization, etc.)		Address of employer (including zip code)
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Reason for Leaving

Description of duties and accomplishments in your work

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Reason for Leaving

Description of duties and accomplishments in your work

**MILITARY SERVICE RECORD**

Have you ever been a member of the Armed Services of the U.S.A.?	Yes	No	Branch of service	Rank
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Does your military experience have any relationship to the job for which you are applying?

**REFERENCES**

Give name, address, and phone number of three persons, other than former employers or relatives, who have a definite knowledge of your work.

<i>Name</i>	<i>Address</i>	<i>Phone</i>