

KNOX COUNTY SHERIFF'S DEPARTMENT



152 S. Kellogg Street, Galesburg IL 61401
knoxcountysheriffil.com

Employment Requirements Form – A

Instructions

In the blanks below, indicate by number all of the requirements you possess for each section that make you eligible for employment with the Knox County Sheriff's Department. Use "N/a" if you do not meet any requirements for that section. ***Print and sign your name on page 2.***

General Requirements – All Applicants

1. Be a United States Citizen;
2. 21 years of age or older;
3. High School Diploma or equivalent;
4. No felony convictions;
5. 20/40 vision in each eye correctable to 20/20 and not color blind
6. Valid Drivers License

Do you meet all of the above listed requirements? _____ If you answer "No", you do NOT meet the basic requirements and cannot apply for either Corrections or Patrol.

Additional Requirements – Patrol Officers

In addition to the General Requirements, Patrol Applicants must meet one of the following additional criteria unless they are applying as a qualified Lateral Transfer Applicant:

1. At least 30 credit hours of college level course work in law enforcement, criminal justice or related field of study.
2. Employed as a full-time certified law enforcement officer within the last 2 years.
3. Two years of military service within the last five years, with an honorable discharge or are still currently serving;
4. Certified part-time law enforcement officer with at least 2080 hours of experience within the last 4 years.
5. Two years employment as a Knox County Correctional Officer and at least 15 hours of completed college level courses.

I meet the following Patrol requirements *, _____ (enter numbers from above).

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Lateral Transfer Requirements

Applicants who meet the General Requirements may apply as a Lateral Transfer upon meeting the following criteria:

1. Employed full time with current agency for at least 6 months; or
2. Separated from agency for no more than 6 months.
3. Patrol Officer - full time certified police officer in the State of Illinois, or
 - a. Other state, or
 - b. Federal law enforcement agency
 - c. Certification approved by the Illinois Law Enforcement Training and Standards Board.
4. Correctional Officers – full time certified correctional officer in the State of Illinois only.
5. All Lateral Transfer applicants are exempt from participating in the Physical Agility/Power Test & Written Examination.

I meet the following Lateral Transfer requirements *, _____ (enter number from above).

**** General Patrol Applicants and ALL Lateral Transfer Applicants must submit documentation with this application showing they meet the General Patrol requirements and/or are eligible for Lateral Transfer.***

I, _____, affirm that the information I have provided
Printed Name of Applicant

above is true and accurate.

Applicant's Signature

Date

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Knox County Merit Commission Orientation Letter Form – B

The Knox County Merit Commission has done away with the Mandatory Orientation Meeting as part of the application & testing process for the Knox County Sheriff's Department. In lieu of the Orientation Meeting, the members of the Merit Commission have compiled what they feel are the most important elements of the orientation as well as recent changes to the testing process and are presenting them in this letter.

Some of the recent changes to the testing process are:

- The Merit Commission now accepts Lateral Transfer applications from qualified candidates (see Form – A for requirements).
- Both General and Lateral Transfer applications are accepted all year round. Applicants will be notified of all testing dates and deadlines by phone or US Mail.
- The length of the *Preliminary Application for Employment* has been shortened but applications may be rejected if they are not legible and completed in ink or typed. Applications may also be rejected if any question is left blank or unanswered. Use "N/a" or "DNA" if the question is not applicable.

The Merit Commission's testing process consists of three (3) parts:

Physical Agility (Corrections) & P.O.W.E.R. (Patrol) Testing:

- Participation only.
- Overall performance will be considered when determining the applicants overall ranking.
- Patrol applicants **MUST** pass the P.O.W.E.R. test prior to the start of their Basic Law Enforcement Academy as part of a conditional offer of employment.
- Lateral Transfer Applicants are exempt.

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Written Examination:

- Minimum passing score is 66%.
- 100 multiple-choice questions.
- Assessment of the candidate's basic abilities to perform the required tasks of policing or corrections (i.e. to observe & remember, learn & apply, follow directions, use sound judgement & logic).
- Those applicants who pass the written exam will move on to the final testing phase.
- Lateral Transfer Applicants are exempt.

Those applicants who make it through the physical and written testing will be required to complete an in-depth *Background Investigation Questionnaire* and submit the following documents before moving on to the final testing phase. The Merit Commission *strongly recommends* that applicants start gathering these documents as soon as they submit their *Preliminary Application for Employment* so that all deadlines are met.

- Certified copy of the applicant's birth certificate. NO hospital copies will be accepted.
- School transcripts for high school and ALL colleges, universities, trade schools or other institutions of higher education.
- Certified Drivers Abstract (Court Copy) from the Illinois Secretary of State's Office.
- Military Discharge papers (DD-214) regardless of whether you choose to use your service credit.
- Five (5) letters from personal references known for more than 5 years and who are not employers or relatives.
- ILETSB Police Officer or Correctional Officer Certification if applicable.
- Resumes, certificates, training records or other documents you want to be taken into consideration during the final testing phase.

Merit Commission Interview:

- Last phase in the testing process for all applicants.
- Formal interview conducted by the full Merit Commission
- Questions range from general employment topics to personal information from the background investigation.

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Finally, the Knox County Merit Commission wants all applicants to remember that honesty is one of the most important attributes of a law enforcement professional. At various stages during the testing cycle, applicants will be required to answer questions regarding their past criminal activity, drug use, personal relationships, work history, etc. In most cases, a truthful answer to any question will not result in disqualification. Applicants will be given an opportunity to explain themselves during an interview with the Merit Commission. With that being said, if it is found that an applicant has lied or been less than truthful at any time during the testing cycle, they will be disqualified from both current and future testing.

In its mission to maintain a strong and professional Sheriff's Department in Knox County, the Merit Commission welcomes all qualified persons to apply. The testing process can be demanding and some applicants will fail. Those applicants that make it through the testing process will be certified by the Merit Commission and eligible for hire by the Knox County Sheriff for a period of two years.

I, _____ have read and understand the information
(Applicant's Printed Name)
provided above.

(Applicant's Signature)

(Date)

Applications and additional employment information are available at:

www.knoxcountysheriffil.com/employment

Knox County Sheriff's Office
152 S. Kellogg Street
Galesburg, IL 61401

Lateral Transfer Applicants can obtain a *Background Investigation Questionnaire* by emailing their request to:

jobs@knoxcountysheriffil.com

or calling (309) 345-3734

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Preliminary Application for Employment

INSTRUCTIONS: Fill out this application completely, accurately and legibly in ink or typed. All statements in your application are subject to verification. Incorrect or inaccurate statements may bar or remove you from employment consideration. Use the provided *Continuation Sheet* of the application if additional space is required. Use the terms "DNA" or "N/A" if a question does not apply to you. **DO NOT** leave any question blank.

POSITION APPLIED FOR: (Patrol Deputy or Correctional Officer/Court Security Officer)				
NAME: (Last, First, Middle)				
Date of Birth:		Age:	Place of Birth: (City, State, Country)	
Sex:	Height:	Weight:	Eye Color:	Hair Color:
Home Address, City, State & Zip Code:				
With whom do you live with at this address? (Full Name & Relationship)				
Home Phone:		Cell Phone:	Email Address:	
Driver's License & State:		IL FOID:	Social Security Number:	
U.S. Citizen? (Yes or No)		Native Born or Naturalized? (Give details if Naturalized)		
Scars, Marks, Tattoos:				
Marital Status: (Single, Married, Separated, Divorced or Widowed)				
Alias or Maiden Name(s):				
Armed Forces Service (Branch, Dates, Discharge Type):				

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Education: List all education.

Education	Name & Location	Years or Hours Completed	Degree / Diploma	Course of Study
High School				
College				
Graduate or Professional School				
Trade School				

FAMILY: List three (3) immediate family members:

Name	Address & Phone	Relationship	Occupation

REFERENCES: List three (3) people that know you well.

Name	Address & Phone	Relationship	Occupation

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Employment: List all jobs that you have held in the past ten (10) years. Include periods of unemployment, military service and part-time jobs. Start with the most recent.

1	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				
2	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				
3	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				

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4	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				
5	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				
6	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				
7	Employer:		Address:		
	Phone:	Supervisor:	Start Date:	End Date:	
	Job Title & Duties:			Salary/Rate:	
	Reason for Leaving:				

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If there are any current or previous employers that you do not want us to contact, list the reason below referring to the employer by the number above.

I certify that all of the answers given herein are true and complete to the best of my knowledge. I understand that any false or misleading information in this Preliminary Application for Employment may result in my disqualification from the testing process.

I have read, completed and will submit all of the following attached forms with this application.

- Form – A: Requirement Check List
- Form – B: Merit Commission Orientation Letter
- Form – D: Physical Agility Testing Release of Liability
- Form – F: Information Authorization & Release Waiver

I understand that Form – E, Doctor's Release for Physical Agility Testing is good for 45-days after being signed and that I will NOT submit this form with the application but rather I will bring it with me on the date of testing.

Printed Name of Applicant

Signature of Applicant

Date

Preliminary Applications are accepted in person or via US Mail/Fed Ex/UPS at:

Knox County Sheriff's Office
152 S. Kellogg Street
Galesburg, IL 61401

Faxed or emailed applications will NOT be accepted.

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Application Continuation Sheet

In the left hand margin below, indicate by number or heading the questions you are answering

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Physical Agility Release of Liability Waiver Form - D

I, the undersigned, recognizing that the Physical Agility/Power Test is an integral part of the examination for Deputy in the County of Knox, Illinois, hereby releases, waives and discharges the County of Knox, Illinois, their officers, servants, agents and employees, of and from any all claims, demands and liabilities to me and on account of any and all injuries, losses and damages to my person shall have been caused, or may at any time arise as the result of certain police examination conducted by the Knox County Sheriff's Department Merit Commissioners of said Knox county, Illinois. The intention hereof being to completely, absolutely and finally release said County of Knox, Illinois, their officers, servants, agents and employees of an from any and all liability arising wholly or partially from the cause aforesaid.

I, the undersigned, further certifies that he or she is participating in such Physical Agility Testing voluntarily, and that he or she is of legal age and competent to execute this test.

Date: _____

Applicant's Signature: _____

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**Doctor's Release for Physical Agility Testing
Form - E**

I, the undersigned, do hereby certify that I have examined _____,
and have found him or her physically capable of participating in the Physical Agility Test
consisting of various strenuous exercises.

Date: _____

Signature: _____, M.D.

Address: _____

Phone: _____

This release is valid for 45 days.

If you are required to participate in the Physical Agility/Power Testing,
DO NOT return this form with your application.
Bring it with you on the day of testing.

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Information Authorization & Release of Liability Form - F

I, _____, the undersigned, do hereby authorize and empower the Knox County Sheriff's Department Merit Commissioners or their representatives, now or subsequently, to obtain, prepare and use information concerning my current and former employment, education, service, health, reputation and other personal characteristics, through correspondence or personal interviews with neighbors, friends, associates, teachers, employers or anyone with whom I have ever been acquainted.

I do further authorize the release of any and all information contained in employment personnel records, medical records, service records or educational records, which will be used to determine my qualifications and fitness for a position of employment with the Knox County Sheriff's Department.

I do further release all persons, companies, institutions and organizations from any and all liability or claims of damages as a result of the information provided to the Knox County Sheriff's Department Merit Commissioners or their representatives.

I, the undersigned, understand that all tests and examinations and the results thereof as well as any and all information received or obtained during the testing process become property of the Knox County Sheriff's Department Merit Commission are NOT subject to my review.

Signed: _____

Address: _____

Date: _____

Phone: _____

Witness: _____

Date: _____