CITY OF DANVILLE POLICE OFFICER LATERAL TRANSFER APPLICATION

Lateral Police Officer Applicant:

We appreciate your interest in applying for the Lateral Transfer Police Officer eligibility list. The Board shall establish and maintain a separate list of experienced police officers, and the minimum eligibility requirements for a Lateral Transfer are listed below:

For the purpose of this position experienced Police Officer means any officer with two or more years of continuous full-time employment in civilian law enforcement in Illinois or three years of full-time continuous experience in civilian law enforcement outside of Illinois. Such experience must have been in the last two years.

The Police Officer must have been certified by the Illinois Police Training Board as a certified police officer or must have the equivalent certification from another state that would be transferable to Illinois. For out of state police applicants the officer must have completed at least a six month probationary training period that provided the officer the basic law enforcement training. The officer must be in good standing with the current Division or left their previous position(s) in good standing.

The Lateral Transfer Eligibility List shall not expire, but an applicant who desires to remove his or her name from the list may do so with written notification to the Board. Police Lateral Transfer Eligibility List applicants are exempt from the written examination requirement, but will have to pass the physical Agility test and the oral interview.

The placement of an applicant on the Lateral Transfer Eligibility List shall be by the date certified for placement on the list, but rank such placement shall not be a factor in the appointive process which shall otherwise conform to provisions of Section 33.67 of the City's Code of Ordinances.

All applicants on the Lateral Transfer Eligibility List must meet all other requirements of a Police Officer or Firefighter. Applicants will be removed from the list if they have been out of either profession for more than one year or on their 41st birthday. The Board may hire from either established police list or firefighter list to fill the respective vacancy.

The following documents are included:

1. Application checklist which must be completed and returned with your application
2. Application form (your signature must be notarized on page 6)
3. Authorization for Release of Personal Information (Form is attached to the end of the application – on page 7 your signature must be notarized)
4. Medical Clearance/Release Part A-Physician’s Clearance & Part B-Applicant’s Release Statement. If not turned in with your application, these forms must be brought to the test site on the day of testing.
5. Preference Points Information Sheet
6. Application To Use Military Preference Points Form (copy of DC-214 form must be attached)
7. Applicant Data Record

17 W. Main Street ◆ Danville, IL 61832 ◆ General Offices (217)431-2200 ◆ Mayor's Office (217) 431-2400 ◆ Fax (217) 431-2237
www.cityofdanville.org
The Danville Board of Fire and Police Commissioners is the governing body regarding original appointments of the Fire or Police Department. **Rules of the Board of Fire and Police Commissioners** provide that the rules governing the qualifications and selection process be available to applicants for appointment to the Fire or Police Department upon request. These rules are available in the City's Personnel Office.

Included in the application packet (page 7 of the application) is a **Release of Personal Information** form. Your signature on this release as well as page 6 of the application form must be **notarized**.

Prior to taking the agility test, it is strongly advised that all applicants be examined by their licensed medical doctor to make sure they are medically fit to take the agility test. This will be documented on **Part A** of the **Medical Clearance/Release** form. All applicants must sign **Part B** of the Medical Clearance/Release form indicating they are taking the agility test at their own risk. If this is not turned in with the application, it must be turned in before the applicant can participate in the physical agility test.

Upon successful completion of both the physical agility, all applicants will be required to complete an extensive **Personal History Questionnaire** which must be submitted to the City Personnel Office before the applicant can proceed to the final step in the process, the oral interview with the Board of Fire and Police Commission.

If you have questions regarding the application process, please call the Personnel Office at 217-431-2281 or 431-2400. The physical agility tests, written tests and oral interview schedules will be posted on the city's website at **www.cityofdanville.org**.
City of Danville, Illinois
Board of Fire and Police Commissioners

Police Lateral Transfer Application Check List

Include this checklist with your application packet when returning it.

Applications are to be mailed to:  
City of Danville Personnel Office  
Robert E. Jones Municipal Building  
17 West Main Street  
Danville, IL 61832

or hand delivered to:  
1st Floor Lobby  
Robert E. Jones Municipal Building  
17 W. Main Street  
Danville, IL 61832

We cannot accept faxed copies of applications or the required attachments.  
Phone 217-431-2281 or 431-2400 for clarification on any questions.

Each application submitted must include all items listed below – please check:

_______ Application Form pgs 1-6 (Completed in full with signature on page 6 Notarized)  
Be sure that all past employer data include a current address and phone number. No application will be processed without this information.

The following attachments must accompany your application:

_______ Authorization for Release of Personal Information (page 7 of application)
_______ Medical Clearance Release Part A – Physician’s Statement
_______ Medical Clearance Release Part B – Applicant’s Release Statement
_______ Copy of Applicant’s Birth Certificate (court house copy not the hospital document)
_______ Copy of Applicant’s current Vehicle Operators License
_______ Copy of High School Diploma or GED Certificate
_______ Official College Transcripts, if attended (30 college credit hrs required of Police Officers only)
_______ Copies of Certificates for any related training or military courses
_______ Copy of Discharge (DD-214) from Armed Services (if applicable)
_______ Two (2) Character reference letters (including their contact information)
_______ Two (2) Social/Personal personal reference letters (including their contact information)
_______ Application for Military Preference Points (if applicable)  
(Supporting documents must be attached)
_______ Firefighter Application for Experience Preference Points (if applicable)  
(Supporting documents must be attached)
_______ Applicant Data Record

AFTER SUCCESSFUL COMPLETION OF THE PHYSICAL AGILITY TEST

_______ Personal History Questionnaire (Completed in full with signature on last page Notarized)

The schedules for physical agility tests and oral interviews will be announced later.
City of Danville, Illinois
APPLICATION
For
POLICE OFFICER LATERAL TRANSFER

SUBMIT TO: The City of Danville
Robert E. Jones Municipal Building
17 West Main Street
Danville, Illinois 61832
ATTN: Human Resources

TELEPHONE: (217) 431-2281
431-2400

INSTRUCTIONS: Please Print or Type. Notarized signature is required on the last page. Applicant may attach resume and/or other documentation in support of the application. All documents should be on letter size paper (8 1/2" x 11"), and should read from the top or left side. Staple the completed application and all documents in the upper left hand corner. Do not use binder, folder or presentation cover.

Applicant's Name: ____________________________________________________________
First Name  Middle  Last Name  Previous Last Names

Present Address: _____________________________________________________________
No & Street  Apt/Unit No  City  State  Zip

Telephone: Home: (___) __________________________ Work/Daytime: (___) ______________
Leave Message: (___) __________________________________ Other: (___) ______________

Email Address: _____________________________________________________________

Birth date: __________________________________________ Current Age: ________________

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

It is the policy of the City of Danville and the Danville Board of Fire and Police Commissioners that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, or physical or mental handicap unrelated to ability, provided the employee or applicant is qualified and meets the physical requirements and regulations of the job.

CITY OF DANVILLE RESIDENCY REQUIREMENTS

City of Danville Codes require that each officer and employee of the City shall establish his or her principal place of residence within an area of the State of Illinois which does not exceed five (5) miles outside the corporate limits of the City. Each officer and employee of the City who successfully completes his or her required probationary period of employment shall have a period of six (6) months to establish residency as provided above. Failure to comply shall be cause for termination.

BOARD OF FIRE AND POLICE COMMISSIONERS RULES

The Board of Fire and Police Commissioners of the City of Danville, Illinois has established rules for the making of original appointments to the Fire and Police Departments of the City of Danville, making appointments for promotion, and exercising disciplinary authority over personnel within said departments. Copies of the Board Rules are available through the City of Danville Personnel Office.
ELIGIBILITY QUESTIONS FOR LATERAL TRANSFER POLICE OFFICER APPLICANTS
The following questions relate to the basic requirements for the position of Police Officer:

___Yes  ___No  Do you have a High School diploma or the equivalent of a High School diploma?
___Yes  ___No  Do you have good vision or correctable to 20/40 with normal color and depth perception?
___Yes  ___No  Are you a citizen of the United States of America?
___Yes  ___No  Have you ever been classified by any government agency as a conscientious objector?
___Yes  ___No  Have you ever been convicted of a felony or a crime involving moral turpitude?

GENERAL QUESTIONS FOR POLICE OFFICER APPLICANTS

___Yes  ___No  Are you presently or have you ever been an employee of the City of Danville?
  If Yes, which department: ___________________________ When: ___________________________?
___Yes  ___No  Do you live inside the Danville city limits?  ___Yes  ___No  Within 5 miles of the city?
___Yes  ___No  If hired, do you understand the City's residency requirements (see page 1) and will you comply with these requirements?
___Yes  ___No  Do you hold a valid vehicle operator's license?  Class: _______ State: ________________
___Yes  ___No  Have you ever been bonded for employment purposes?  If Yes, amount: ________________
___Yes  ___No  Have you ever been convicted of a crime?  If Yes, explain ____________________________
  ______________________________________________________________________________________
  ______________________________________________________________________________________
___Yes  ___No  Do you hold any technical or professional licenses?  List type and issuing State: _______
  ______________________________________________________________________________________
___Yes  ___No  Have you served in the U.S. Armed Forces?  If Yes, which branch: ________________
  Dates of service:  From ___________ to ___________.  Type of discharge: ________________
___Yes  ___No  Are you or have you been a member of the Reserves or National Guard?  If Yes, what is your current or remaining obligation? ________________
___Yes  ___No  Have you been or are you now employed as a paid Police Officer or as a Volunteer Police Officer
  If yes, explain: _______________________________________________________________________
  ______________________________________________________________________________________
  ______________________________________________________________________________________
EMPLOYMENT BACKGROUND

Begin with current or most recent job, list your work history including military service. Complete information blocks using alphabetic code as shown in heading.

Explain any gaps in employment: ________________________________

<table>
<thead>
<tr>
<th>Job No.</th>
<th>a. Name of Employer</th>
<th>d. Job Title</th>
<th>g. Starting Salary</th>
<th>i. Supervisor's Name</th>
<th>l. Worked From (date)</th>
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<td>a.</td>
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<tr>
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<td>g.</td>
<td>i.</td>
<td>l.</td>
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</table>

NOTE: Continue work history on page 4
**EMPLOYMENT BACKGROUND**  *(Continued from Page 3).*  Begin with current or most recent job, list your work history including military service. Complete information blocks using alphabetic code as shown in heading.

<table>
<thead>
<tr>
<th>Job No.</th>
<th>a. Name of Employer</th>
<th>b. No. and Street</th>
<th>c. City, State, Zip</th>
<th>d. Job Title</th>
<th>e. Job Duties</th>
<th>f. Skills</th>
<th>g. Starting Salary</th>
<th>h. Last Salary</th>
<th>i. Supervisor’s Name</th>
<th>j. Phone Number</th>
<th>k. Reason for Leaving</th>
<th>l. Worked From (date)</th>
<th>m. Worked To (date)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
**EDUCATIONAL BACKGROUND:** Complete the following chart as thoroughly as possible.

<table>
<thead>
<tr>
<th>School or Level</th>
<th>Name and Address of School</th>
<th>Course of Study</th>
<th>Circle Last Year Completed</th>
<th>Did You Graduate</th>
<th>List Diploma or Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>9 10</td>
<td>__Yes</td>
<td>_No</td>
<td></td>
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<td></td>
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<td>11 12</td>
<td></td>
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<tr>
<td>Jr/Comm College</td>
<td></td>
<td>1 2</td>
<td>__Yes</td>
<td>_No</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td>3 4</td>
<td>__Yes</td>
<td>_No</td>
<td></td>
</tr>
<tr>
<td>College or School</td>
<td></td>
<td></td>
<td>__Yes</td>
<td>_No</td>
<td></td>
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<tr>
<td>Graduate School</td>
<td></td>
<td></td>
<td>__Yes</td>
<td>_No</td>
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<tr>
<td>Technical (Specify)</td>
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<td>1 2</td>
<td>__Yes</td>
<td>_No</td>
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<tr>
<td>Military</td>
<td></td>
<td></td>
<td>__Yes</td>
<td>_No</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
<td></td>
<td>__Yes</td>
<td>_No</td>
<td></td>
</tr>
</tbody>
</table>

**Other Training/Skills:** Provide as much information as possible.

____ Yes ___ No Have you received training in the field for which you are applying? If Yes, explain; giving training program name, school or location of training, hours completed, and certificates received.

________________________________________________________________________________________________________________________________________________________________________

Which of the following skills do you possess?

____ Typing ____ Word Processing ____ Adding Machine ____ Calculator ____ Filing ____ Radio ____ Transcribing ____ Personal Computer ____ Driving a Truck ____ Operating Heavy Equipment

____ Other (please list) ____________________________

Which computer skills do you possess?

____ Word Processing ____ Data Bases ____ Spreadsheets ____ Programming __ Other (please list) ____________________________

List computer programs (software) you are able to use with proficiency:

________________________________________________________________________________________________________________________________________________________________________
LETTERS OF REFERENCE:

In support of your application attach letters of reference with contact information as follows:

**Character References:** Attach two (2) letters from persons who have known you for at least five (5) years. These should be letters attesting to your character, abilities, experience in the field for which you are applying and other qualities that might relate to the job. Do not include relatives or former employers.

**Social/Personal References:** Attach two (2) letters from persons who are friends, neighbors, or fellow workers. These should be current friends or people with whom you have associated during the past year or two. Do not include relatives or former employers.

**CONTACT INFORMATION FOR REFERENCES MUST BE INCLUDED IN LETTERS**

COMPLETING YOUR APPLICATION PACKET: The following documents must be included in your application packet. All pages should read from the top or left side of the page. The final document should be letter size (8 1/2 x 11) and should be stapled in the upper left hand corner. Do not use a binder, folder or presentation cover. Use the following list as a guide for preparing the final packet. Each item or page should be numbered at the bottom and included in the order shown:

<table>
<thead>
<tr>
<th>Application item or Document</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application pages 1 through 6 (signature must be notarized)</td>
<td>1 thru 6</td>
</tr>
<tr>
<td>Authorization for Release of Personal Information page 7 (w notarized signature)</td>
<td>7</td>
</tr>
<tr>
<td>Copy of your Birth Certificate (courthouse type not hospital)</td>
<td>8</td>
</tr>
<tr>
<td>Copy of your Motor Vehicle Operators License (Driver's License)</td>
<td>9</td>
</tr>
<tr>
<td>Copy of your High School Diploma or GED Certificate</td>
<td>10</td>
</tr>
<tr>
<td>Character Reference letters (two required)</td>
<td>11 &amp; 12</td>
</tr>
<tr>
<td>Social/Personal Reference letters (two required)</td>
<td>13 &amp; 14</td>
</tr>
<tr>
<td>Copy of Personal Resume</td>
<td>continue numbers</td>
</tr>
<tr>
<td>Copies of College Diplomas or Degrees</td>
<td>continue numbers</td>
</tr>
<tr>
<td>Copies of Training Certificates</td>
<td>continue numbers</td>
</tr>
<tr>
<td>Copies of College Transcripts</td>
<td>continue numbers</td>
</tr>
<tr>
<td>Copy of Discharge (DD-214) from Armed Services (if applicable)</td>
<td>continue numbers</td>
</tr>
</tbody>
</table>

**ATTENTION: APPLICANTS MUST READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS APPLICATION**

I hereby certify and affirm that this application contains no misrepresentations or falsifications, omissions, or concealment of materials fact, and that the information given by me is true and complete to the best of my knowledge. I am aware that statements made by me on this application are subject to later investigation and verification. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name removed from any eligibility list on which it might be placed. If I am already employed by the City of Danville as a Probationary Police Officer or Probationary Firefighter, I may be dismissed.

__________________________________________________________  Date: __________________________
(Signature of Applicant)

______________________________
Notary Public

Sworn before me this __________ day of __________ 20____

______________________________
Seal

Page 6
The City of Danville, IL

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION
for use by the
DANVILLE, ILLINOIS BOARD OF FIRE AND POLICE COMMISSIONERS

I, ____________________________________________, do hereby authorize a review and full disclosure of all records concerning myself to the Danville Board of Fire and Police Commissioners and any of said Board’s agents, including the Personnel Office, Fire Department and/or Police Department of the City of Danville, Illinois, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of law enforcement agencies; educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); other financial statements or records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran’s background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the City of Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Danville Board of Fire and Police Commissioners, and said Board’s agents including the Personnel Office, Fire Department and/or Police Department of the City of Danville, Illinois from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the Danville Fire or Police Department through the Danville Board of Fire and Police Commissioners.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this “Authorization for Release of Personal Information”.

__________________________________________
(Signature of Applicant - Full Name as Printed Above)

Address: _______________________________________

City, State, Zip: _______________________________

Date of Birth: _________________________________

Social Security Number: _________________________

Sworn before me this _____ day of ________ 20___

__________________________________________
Notary Public (Signature)

(SEAL)
City of Danville
Board of Fire and Police Commissioners
City of Danville Municipal Building
17 West Main Street
Danville, IL 61832

Police Officer’s/Firefighter’s Physical Agility Test
Medical Clearance/Release

******************************************************************************

THIS MEDICAL EXAMINATION MUST BE CONDUCTED
BY A STATE LICENSED MEDICAL DOCTOR
******************************************************************************

Candidates will NOT be allowed to participate in the
required physical agility portion of the testing process
unless this document is complete.

The undersigned does hereby certify that he or she has examined

______________________________
Print Applicant Name

Date of Birth: ____________________ Sex: _____Male _____Female

I have been made aware of the elements of the agility test, which is designed to measure
strength, agility and endurance as related to the work of a full-time Police Officer. I understand
that this individual will be required to complete and pass this Agility Test as one of the
eligibility requirements for the position of Probationary Police Officer or Firefighter.

SIGNED: ________________________, M.D. Date: __________

Printed Name of Physician

__________________________________________
Physician’s Office Address

Phone Number: ____________________________
Police Officer’s/Firefighter’s Physical Agility Test
Applicant’s Release Statement
for eligibility testing relating to application for the position of
Danville, Illinois Probationary Police Officer or Firefighter

Applicants who are scheduled to take the Police Officer’s or Firefighter’s Physical Agility Test for the position of Probationary Police Officer or Firefighter are strongly encouraged to submit a “Medical Clearance Statement” signed by his/her physician prior to taking the test. In addition to the Physician’s Statement, the Danville Board of Fire and Police Commissioners requires Part B - “Applicant’s Release Statement” be completed at the time of the test.

Part B – Applicant’s Release Statement

Applicant’s Name: ____________________________________________________________

(Type or print full name)

Applicant’s Date of Birth: ________________ Sex: _____ Male _____ Female

Date Applicant is scheduled to take Agility Test:

Applicant’s Statement: As an applicant for the position of Probationary Police Officer or Firefighter with the City of Danville, Illinois, I acknowledge that I am voluntarily participating in a Physical Agility Test administered to prospective applicants as one of the requirements to qualify for this position. Said test will be administered by the Board of Fire and Police Commissioners and/or its agents or employees of the City of Danville, Illinois.

I acknowledge that certain risks of personal safety and health may be present while participating in the Agility Test and I understand and voluntarily assume all such risks to my physical safety and health. I fully understand that officials, agents or employees of the City of Danville will conduct the Physical Agility Test as described in a document previously provided to me.

I agree to release, discharge and hold harmless the Board of Fire and Police Commissioners of Danville, Illinois, individually and in their representative capacity, the City of Danville, Illinois, its officers, agents, and employees and all Agility Test officials and administrators from any and all claims, demands, and liabilities, including but not limited to injuries, losses or damage, accruing to me and/or arising wholly or partially from the administration of and my participation in the Agility Test.

I further agree and understand that this Release is fully applicable and will apply to the Police Officer’s or Firefighter’s Physical Agility Test in which I am scheduled to participate.

Applicant’s Signature: ___________________________________________ Date: __________

Executed by the applicant and witnessed by a representative of the City of Danville or the Danville Board of Fire and Police Commissioners prior to the applicant’s participation in the Agility Test.

Witness Signature: ___________________________________________ Date: __________

Document # 5
PREFERENCE POINTS

MILITARY PREFERENCE POINTS

Any candidate who provides proof of military or naval active-duty service of the United States for a period of at least one (1) year, and who was honorably discharged therefrom, shall be allowed military preference points toward his/her final score at the rate of seven-tenths (7/10ths) of a point for each six (6) months or part thereof applicable military or naval service, not exceeding 3.5 preference points.

OFFICIAL DOCUMENTATION

If you wish to apply for military preference points to be added to your final score, you must provide your DD FORM 214 along with the application for military preference points.
City of Danville, Illinois – Board of Fire & Police Commissioners

APPLICATION TO USE MILITARY PREFERENCE POINTS

TO ENHANCE FINAL SCORE FOR
LATERAL TRANSFER FIREFIGHTER/POLICE OFFICER ELIGIBILITY

TO: Danville Board of Fire & Police Commissioners

FROM: ____________________________________________

                      Applicant's Name (please print)

DATE OF ORAL EXAMINATION: ____________________________________________

The current Rules of the Board of Fire & Police Commissioners of the City of Danville
include the following provision:

C. 10. A – Military Preference. Any candidate who provides proof of military or naval active-duty service
of the United States for a period of at least one year, and who has been honorably discharged
therefrom, shall be allowed military preference points toward his or her final score at the rate of
seven-tenths of a point for each six months or part thereof of applicable military or naval service, not exceeding
3.5 preference points.

MILITARY PREFERENCE POINTS – In reference to C. 10. A: I, (above named applicant)
verify that I have served at least one (1) year active-duty military or naval service of the
United States and therefore request to have my military service applied as military preference
points toward my final score for the Probationary Firefighter/Policeman Officer Eligibility List. My
military service time, as shown below, is verified by my honorable discharge (military form
DD-214) of which a copy is attached herewith.

Military Branch: ____________________ From: ________________ Thru: ________________

My military service, as described above equals ____________ months of active-duty service
which equals ____________ military preference points (based on .7 points for each six (6)
months of service). I understand the maximum points allowed are 3.5 equaling 30 months of active service.

Respectfully requested,

__________________________________________

Applicant's Signature

Official Use Only

A total of ____________ Military Preference Points allowed.

__________________________________________

Board Chairman's Signature

Date: ________________________

Document # 7
City of Danville Applicant Data Record

All applicants and employees are treated during employment without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)
Date: ______________

Position(s) Applied For: Lateral Transfer Police Officer

Referral Source:  ☐ Newspaper  ☐ Radio  ☐ Postcard  ☐ Walk-In
☐ City of Danville Website  ☐ Friend/Relative  ☐ Agency/Recruiter  ☐ Other: __________

Name __________________________________________ Phone (___) __________
Last             First             Middle             Area Code

Address __________________________
Number    Street    City    State    Zip Code

Affirmative Action Information
Government agencies require periodic reports on the gender, ethnicity, impairment, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Gender: ☐ Male  ☐ Female

Race/Ethnic Group:
☐ White
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or Other Pacific Islander
☐ Asian
☐ American Indian or Alaska Native
☐ Two or More Races

Veteran Status:  ☐ Vietnam Era Veteran  ☐ Special Disabled Veteran  ☐ Other Protected Veteran
☐ Impairment: __________________________