



IOS Recruitment and Testing Services Berwyn Police Department Police Officer Application Instructions

Thank you for your interest in the Berwyn Police Department.

Please be sure to carefully review all application instructions and testing information.

Police Officer Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Monday, November 22, 2021, at 4:00 p.m.** Documents delivered after the application deadline will not be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.
2. When you have finished the online application, you will receive a confirmation number- save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Documentation sent via **email will NOT be accepted.**

- MAIL/HAND-DELIVERY – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:

IOS Recruitment

ATTN: Berwyn PD

1520 Kensington Road, Suite 110

Oakbrook, IL 60523

Business Hours: M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.; closed weekends and holidays

4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, testing site, required documents before the application deadline date.

Orientation & Testing Information:

Candidates must attend the mandatory orientation and written examination on **Saturday, December 18, 2021**. Doors will open for sign in at 8:30 a.m., please arrive no later than 9:00 a.m. with a photo ID (driver's license, state ID, military ID) to sign-in. Test will be held at:

**Morton West High School – Cafeteria
2400 Home Ave.
Berwyn, IL 60402**





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Application Deadline: Monday, November 22, 2021, at 4:00 p.m.

- U.S. Citizenship or Legal Resident
- Valid driver's license
- *21 to under 35 years of age at application deadline (11/22/21)
- Valid Peace Officer Wellness Evaluation Report (POWER) **AND** Ladder Climb Certification issued by December 18, 2021. POWER test cards and Ladder Climb Certifications are considered valid if issued within 12/18/2020 – 12/18/2021
 - POWER test may be taken at one of the following testing agencies:
 - NIPSTA – Glenview, IL – www.nipsta.org
 - Joliet Junior College – Joliet, IL - www.jjc.edu
 - Triton College - www.triton.edu/power
 - Ladder Climb Certifications may be taken at one of the following testing agencies:
 - NIPSTA – Glenview, IL www.nipsta.org
 - SUFD – Darien, IL - 708-579-2064 or email CPAT@sufd.org
 - Naperville Fire Department – www.naperville.il.us
- Must not have been convicted of a felony or certain misdemeanors, as defined by Statute
- As a condition of employment, applicants must reside within the boundaries of the following counties within the state of Illinois: Cook, DuPage, Will, Kane, Lake and McHenry
- High School diploma or equivalent (GED) **AND** one of the following:
 - Successfully completed 30 hours of Law Enforcement Studies at an accredited college or university
 - Successfully completed 60 hours of General Studies/Associates Degree at an accredited college or university
 - Minimum of two (2) years of full-time employment as a certified Peace Officer

**Applicants who are 20 years of age as of 11/22/21 may apply ONLY if they have successfully completed 30 hours of law enforcement studies at an accredited college or university. Contact IOS Recruitment with questions: 800-343-HIRE or recruitment@iosolutions.com*

Salary Information:

The starting salary for a full-time police officer is \$73,513.00 plus an excellent benefits package.

Preference Points:

Preference points will be offered at a later date for Military, Education, and Residency.





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BERWYN POLICE DEPARTMENT APPLICATION DOCUMENTS

Due: Monday, November 22, 2021, at 4:00 p.m.

Application Confirmed Online Confirmation Number: _____

Berwyn Release Forms & Waivers (4 pages) – must be signed and dated by applicant

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

COPY of high school diploma (or equivalent)

If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

ONE of the following is required:

COPY of official college transcripts showing proof of 30 hours of law enforcement studies or 60 hours of general studies/associate degree.

OR

COPY of Municipal Commission Card providing proof of employment as a sworn full-time police officer or original signed letter from current/previous employer providing dates of employment and full-time status within that municipal police department

COPY of valid driver's license

Include copy of both sides if license bears renewal sticker.

COPY of birth record as proof of citizenship

The following documents are accepted as proof of citizenship:

- COPY of U.S. County/State issued birth record
- COPY of valid U.S. passport
- COPY of naturalization papers

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

COPY of valid Ladder Climb Certificate – must be issued 12/18/20-12/18/21

COPY of valid POWER Test Card – must be issued 12/18/20-12/18/21

COPY of Military DD-214 (if applicable)

