## CITY OF EFFINGHAM **BOARD OF FIRE & POLICE COMMISSIONERS**

## POLICE OFFICER APPLICANT CHECKLIST

|              | <b>Step 1</b> The following application and documents must be fully completed and returned on or before October 3, 2025 at 11:00 A.M. to Jane Kemper, Secretary to the Board of Fire and Police Commissioners, City of Effingham, 201 E. Jefferson Avenue, Effingham, Illinois 62401.   |
|--------------|---|
|              | Application for Employment Qualification for Police Officer Applicants Form Consumer Report Authorization/Disclosure Form Receipt Reimbursement Agreement Copy of Social Security Card Copy of Birth Certificate Copy of High School Diploma or GED Certificate Copy of University Degree Copy of Current and Valid Driver's License Copy of POWER Certificate (Peace Officer Wellness Evaluation Report)   |
| <del> </del> | Step 2 The following documents must be fully completed and returned by the date of orientation. These forms may be submitted with the above-noted items.  |
|              | Reimbursement Agreement for Hiring, Training and Uniform ExpensesPhysical Ability Test Release of Liability Form (unless you have a valid Peace Officer Wellness Evaluation Report Certificate issued by qualified facility issued no more than 365 days prior to date of written examination)Physician's Certification of Physical Fitness (unless you have a valid Peace Officer Wellness Evaluation Report Certificate issued by qualified facility issued no more than 365 days prior to date of written examination) |
| [] <b>/</b>  | <b>Step 3</b> Should the candidate make the initial eligibility, the following documents must be submitted within 10 days of the posting of the initial eligibility list. These documents allow the candidate to obtain veteran and educational preference points.  |
|              | <ul> <li>Copy of Military Service Record or Discharge Papers (DD214) – Applicant must have had at least one year of active service and an honorable discharge, or who are now or may hereafter be on inactive or reserve duty in such military or naval service.</li> <li>Certified copy of College or University Transcript if applicant has obtained an Associate's Degree in law enforcement, criminal justice, or Bachelor Degree in any field.</li> </ul>  |

Please make sure ALL documents are completed, signed, dated, and NOTE: witnessed or notarized (if applicable) prior to submittal. Failure to do so may disqualify the applicant from testing.