



APPLICATION PACKET PATROL OFFICER A-2

2017

PLEASE CAREFULLY READ ALL INFORMATION IN THIS PACKET

APPLICATION INFORMATION

Applications will be available beginning Monday, July 24, 2017 through Friday, August 18, 2017 at the following locations:

- Tinley Park Village Hall - Clerk's Office: 16250 South Oak Park Avenue, Tinley Park, Illinois, between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday, and on Saturdays from 9:00a.m. through 1:00 p.m.
- Tinley Park Patrol Department: 7850 West 183rd Street, Tinley Park, Illinois between the hours of 7:00 a.m. and 11:00 p.m., seven days per week.
- Online at: www.tinleypark.org.

There is a nonrefundable application fee of \$10.00, payable in Cash, Check, Money Order or Credit Card.

THE APPLICATION AND SUPPORTING DOCUMENTS MUST BE PERSONALLY RETURNED TO THE VILLAGE HALL BY THE APPLICANT, WITH APPLICATION FEE, NO LATER THAN 5:00PM, FRIDAY, August 18, 2017. YOU MUST HAVE AN APPLICATION ON FILE WITH THE CIVIL SERVICE COMMISSION IN ORDER TO PARTICIPATE IN THE TESTING PROCESS.

REQUIREMENTS

1. Must be a U.S. Citizen.
2. Must be at least 21 and under 35 years of age as of September 9, 2017. Applicants with military experience and prior employment experience as Tinley Park Patrol Officer may be entitled to an exception to this requirement. See 65 ILCS 5/10-1-7 and Tinley Park Village Ordinance 2000-0-069.
3. At least one of the following educational or experience requirements must be met:
 - a) Bachelor of Arts or Bachelor of Science Degree from a four-year college or university.
 - b) Associates Degree or 60 hours of college credit with at least a "C" average (or equivalent) and with an emphasis, in either case, being placed on course work in the criminal justice field.
 - c) High School graduate with at least two years satisfactory experience as a certified/sworn law enforcement officer in the State of Illinois.
 - d) An existing part-time Patrol Officer with the Village of Tinley Park pursuant to Section 33.20 of the Village of Tinley Park Code who has been a reserve Patrol officer with the Village for a minimum of four years, prior to the test date and also has met the minimum training requirements for full-time Patrol officers established by the State of Illinois.
4. Possess a valid driver's license which must be shown as identification during all phases of testing.

NOTE: YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT EVIDENCE SATISFYING THE ABOVE REQUIREMENTS.

RESIDENCY REQUIREMENT

Per Tinley Park Civil Service Commission Rule II, Section 2, Residency Requirement, "All full time patrol officers as condition of employment and continued employment, shall be required to reside within a thirty (30) mile radius from the intersection of 183rd Street and 80th Avenue in Tinley Park, within twelve (12) months of employment date. Employees who choose to reside within the Village limits will have the benefit of Project 75. Residency in Indiana is not permitted."

MANDATORY ORIENTATION SESSION

Wednesday, September 6, 2017 at 6:30 p.m. (Check in begins at 6:00 p.m.) at Victor J. Andrew High School, 9001 W. 171th Street, Tinley Park, Illinois. Attendance at the orientation session is mandatory. Applicants not attending the orientation session will not be allowed to continue in the application or testing process. You are encouraged to bring a spouse or relative.

POWER TEST & WRITTEN EXAMINATION

ONLY THOSE WHO ATTEND THE MANDATORY ORIENTATION WILL BE ADMINISTERED THE FOLLOWING: The POWER test will

be administered at Joliet Junior College (JJC) and must be successfully completed prior to written exam. You must contact JJC directly to schedule your test. Candidates who successfully pass the POWER Test will be administered the written examination that will include several areas of common knowledge including math, spelling, vocabulary as well as range and use of common sense knowledge, judgement, memory and observation skills. A minimum score of 70% is needed on the written exam in order to continue in the application and testing process. Your score on the written examination will determine your place on a Preliminary Eligibility Register. In the case of tie scores, the date and time of filing of your application will determine your position on the register. All candidates wishing to exercise Military Preference Points shall submit a request in writing after posting of the Preliminary Eligibility Register and shall submit a copy of their DD214 to the Civil Service Commission. After allocation of Military Preference Points, a final Eligibility Register will be posted. Upon certification to an available position, a thorough background investigation will be conducted by the Tinley Park Patrol Department along with a Psychological examination, Polygraph and Medical/Physical pre-employment physical examination.

P.O.W.E.R. Test must be passed prior to the date of the written exam, September 9, 2017

- POWER Test at Joliet Junior College (JJC), 1215 Houbolt Road, Joliet Illinois 60431
- POWER Card must be presented at time of written examination
- Applicant must contact JJC to schedule POWER test
- Applicant is responsible for POWER Test fee

Examination to be conducted as follows: Saturday, September 9, 2017 at 9:00 a.m. (Check in begins at 8:30 a.m.)

- Written examination

Signs will be posted to direct you to the testing area. Please arrive for registration by **8:30 a.m.** Driver's License will be required for identification upon registration. All candidates will be notified of their results by mail. No phone requests will be honored.

DO NOT CONTACT THE VILLAGE CLERK'S OFFICE FOR TEST RESULTS.

THE DECISION OF THE TINLEY PARK CIVIL SERVICE COMMISSION WILL BE FINAL REGARDING APPOINTMENTS.

PATROL OFFICER A-2 REQUIREMENTS



1. Must be a U.S. Citizen.
2. Must be at least 21 and under 35 years of age as of September 9, 2017. Applicants with military experience and prior employment experience as Tinley Park Police Officer may be entitled to an exception to this requirement. See 65 ILCS 5/10-1-7 and Tinley Park Village Ordinance 2000-0-069.
3. At least **one** of the following educational or experience requirements must be met:
 - a. Bachelor of Arts or Bachelor of Science Degree from a four-year college or university.
 - b. Associates Degree or 60 hours of college credit with at least a "C" average (or equivalent) and with an emphasis, in either case, being placed on course work in the criminal justice field.
 - c. High School graduate with at least two years satisfactory experience as a certified/sworn law enforcement officer in the State of Illinois.
 - d. An existing Part time Patrol Officer with the Village of Tinley Park pursuant to Section 33.20 of the Village of Tinley Park Code who has been a Part Time Patrol officer with the Village for a minimum of four years, prior to the test date and also has met the minimum training requirements for full-time Patrol Officers established by the State of Illinois.

REVIEW YOUR APPLICATION BEFORE SUBMITTING
YOU WILL NOT BE ALLOWED TO TAKE THE EXAMINATION UNLESS YOU
HAVE SUBMITTED COPIES OF THE REQUIRED DOCUMENTS:

- COMPLETED APPLICATION FOR EMPLOYMENT (CIVIL SERVICE)
- COPY OF PROOF OF U.S. CITIZENSHIP
- COPY OF VALID DRIVER'S LICENSE
- COPY OF PROOF OF EDUCATIONAL REQUIREMENT(S)
- SIGNED FORM 1: RULES AND REGULATIONS
- SIGNED FORM 2: RELEASE
- SIGNED FORM 3: STATEMENT OF REQUIREMENTS
- SIGNED FORM 4: RELEASE OF LIABILITY
- SIGNED HIPAA AUTHORIZATION
- VALID P.O.W.E.R. CARD MUST BE PRESENTED AT TIME OF WRITTEN EXAMINATION.

July 28, 2017



CIVIL SERVICE COMMISSION

VILLAGE OF TINLEY PARK

Incorporated June 28, 1892

16250 South Oak Park Avenue - Tinley Park, IL 60477

708-444-5000 - www.tinleypark.org

We are an equal opportunity employer as stated by the Civil Rights Acts of 1964 and by Executive Order Numbers 11246 and 11701, also Section 503 of the Vocational Rehabilitation Act of 1973

APPLICATION FOR EMPLOYMENT

Please complete this application in its entirety. Incomplete applications will not be accepted. In addition to your completed application, you may attach a resume reflecting your work history. A copy of your high school diploma/GED certificate may be required if selected for an interview. Your qualifications for this position will be evaluated strictly against the information you provide on this application and any supplemental questionnaire that may be required. Please advise Human Resources if you change your address and phone number. Please be advised that the most qualified applicants will be referred to the hiring department for further consideration.

PERSONAL INFORMATION

Date _____ Position for Which You are Applying? _____ Have you reached your 18th birthday Y N

Name _____ E-mail: _____
 Last First Middle

Present Address: _____
 No. & Street City County State Zip Code

Telephone Number: Home (____) _____ Business/Cell: (____) _____
 Area Code Number Area Code Number

Type of work you will accept: Full-Time Part-Time Seasonal Best Time To Contact AM PM

Education	School Name & Location	Attended		Did you Graduate? Yes/No	GED or Diploma	Major
		From	To			
High School/GED						
College/University						
Graduate/Professional School						
Vocational/Technical School						

LICENSES

List other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received.

License, Certification, Registration	Type	State	Number	Date Received

SPECIAL SKILLS/LANGUAGES

List any special skills you possess and/or equipment or office machines you can operate. _____

Languages (other than English) _____ Speak Read Write

OTHER INFORMATION

Have you ever been convicted of a felony <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Date and Location
Explain:	

REFERENCES

Name	Address	Phone Number

WORK EXPERIENCE

Begin with your most recent position. List all jobs separately. Use additional sheets if more space is needed. You may attach a resume; however, a resume will not substitute for the information required in this section. Your application will be rejected if you refer to attachments instead of completing the following boxes.

Most Recent Employer:	Position Title and Job duties:	Date Employed:
Address (Street, City, State, Zip Code)		
Supervisor Name:	Phone Number:	Full-Time or Part-Time:
Salary Earned:	Reason for leaving:	May We Contact This Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Next Recent Employer:	Position Title and Job Duties:	Dates Employed:
Address (Street, City, State, Zip Code)		
Supervisor Name:	Phone Number:	Full-Time or Part-Time:
Salary Earned:	Reason for leaving:	May We Contact This Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Next Recent Employers:	Position Title and Job Duties:	Dates Employed:
Address (Street, City, State, Zip Code)		
Supervisor Name:	Phone Number:	Full-time or Part-Time:
Salary Earned:	Reason for leaving:	May We Contact This Employer <input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION

I hereby certify that the information given in this application is correct and true to the best of my knowledge. I authorize the Village of Tinley Park to contact any of my schools, former employers, armed services and physicians and surgeons having medical records pertaining to me, except those indicated, and authorize these entities to furnish all information requested in connection with this employment application. I understand any misrepresentation of the information furnished by me shall be sufficient cause for non-appointment and/or dismissal. I consent to undergo the required medical examinations which may be a condition of my initial employment. I understand that my classification as a regular employee depends upon successfully completing the probationary period.

Applicant's Full Signature (In Ink) _____ DATE: _____



POSITION DESCRIPTION

Position Title: POLICE PATROL OFFICER A-2
Department: Police
Direct Report: Sergeant

Position Summary

An employee in this class is responsible for the enforcement of village and all applicable federal, state, county and municipal laws on an assigned shift. Work may include routine patrol, investigation, and traffic control duties in a car or on foot. Work is performed under the direct supervision of the shift sergeant, but the employee must exercise independent judgment in the field within the guidelines of established policies. An element of personal danger is involved. The employee is required to work in all weather conditions, including adverse or hazardous. Police work requires officers to be able to work shifts that provide 24-hour protection to the community. The employee should be physically able to spend long hours driving/patrolling in a squad car. Superiors review work through reports and personal inspection.

Duties and Responsibilities

- Patrol the village to prevent crime, preserve public order and uphold the Constitution.
- Respond to citizen calls for service, complaints of crimes, fires, accidents, and other safety issues.
- Conduct investigations, gather evidence, obtain witnesses, and document same.
- Serve summonses, subpoenas, and other legal papers.
- Resolve problems that may be of a non-criminal nature.
- Interview persons with complaints, and inquire and make proper disposition or direct them to proper authorities.
- Testify in court.
- Perform related work as required.

Required Knowledge, Abilities and Skills

- Good knowledge of the practices and procedures in modern police work.
- Good knowledge of the Constitution, state statutes, and village ordinances.
- Good knowledge of the geography of the Village of Tinley Park and environs.
- Ability to deal courteously but firmly with the general public.
- Ability to develop skill in the use of firearms.
- Ability to react quickly and calmly in emergency situations.
- Safely operate a motor vehicle.
- Outstanding oral and written communication skills.
- Outstanding moral character and integrity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. The employee will be required to secure persons using physical strength and agility.

Desired Minimum Qualifications

- Bachelor's degree from a college/university.
- Associate's degree in law enforcement or 60 credit hours with an emphasis in law enforcement.
- Graduation from high school and be a certified Illinois police officer.
- Possession of a valid Illinois motor vehicle operator's license.

February 2015



Salary and Benefits

Position: Patrol Officer

Salary: \$33.42/hour (starting) - \$45.99/hour (maximum)

Hours: 4/10 Program

Shifts: 4:00 a.m. to 2:00 p.m.
8:00 a.m. to 6:00 p.m.
2:00 p.m. to 12:00 a.m.
6:00 p.m. to 4:00 a.m.

**Shift assignment is based upon a seniority bidding system.*

Personal Days: 3 days/year

Holidays: Compensated based on 88 hours/year for 11 Village-recognized holidays.
Holiday compensatory time = 25 hours (pay & time).

Vacation: 1 week after 1 year of service, but less than 2 years
2 weeks after 2 years of service, but less than 7 years
3 weeks after 7 years of service, but less than 11 years
4 weeks after 11 years of service, but less than 15 years
5 weeks after 15 years or more of service

Benefits: Life Insurance Policy (\$50,000). Health Insurance through Blue Cross Blue Shield of Illinois (PPO, HMO, and HMO Advantage Plan Options). Dental, Vision Discount Program, Optional Vision Insurance. Optional participation in a variety of employee-paid benefit programs including Deferred Compensation and Credit Union.

**Health coverage is effective on first date of employment.*

Retirement: Enrollment in the Tinley Park Police Pension Fund

Educational Incentive: Up to \$2,640 annually for B.S. or B.A. degree

Longevity Pay: After 5 years of employment - \$85/month
After 10 years of employment - \$145/month
After 15 years of employment - \$205/month
After 19 years of employment - \$265/month

Uniform Allowance: Annual uniform allowance of \$1,200.
**All uniforms, jacket, leather gear, and body armor provided.*

Vehicle: Personal squad car program if residency within Village limits. Otherwise, residency must be within 30 miles of 183rd and 80th Avenue in Tinley Park. Residency within Indiana is not permitted.

The Village of Tinley Park is an equal opportunity employer.

July 13, 2017

How Will Physical Fitness Be Measured?

The **POWER** test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

1. Sit and Reach Test This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a sit and reach box.*

2. 1 Minute Sit-Up Test This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*

3. 1 Repetition Maximum Bench Press This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*

4. 1.5 Mile Run This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. *The score is in minutes and seconds.*

What Are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44





Village President
Jacob C. Vandenberg

Village Clerk
Kristin A. Thirion

Village Trustees
Brian H. Younker
Michael J. Pannitto
Cynthia A. Berg
William P. Brady
Michael W. Glotz
Michael J. Mangin

FORM 1

Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

RULES AND REGULATIONS

Administration
(708) 444-5000
Fax: (708) 444-5099

I hereby agree to abide by all Rules and Regulations of the Civil Service Commission of the Village of Tinley Park in submitting an application, during and after the examination or as a member of the Tinley Park Police Department.

Community Development
(708) 444-5100
Fax: (708) 444-5199

Public Works
(708) 444-5500

Police Department
7850 W. 183rd St.
Tinley Park, IL 60477

NAME: _____

(708) 444-5300/Non-emergency
Fax: (708) 444-5399

SIGNATURE: _____

John T. Dunn
Public Safety Building
17355 S. 68th Court
Tinley Park, IL 60477

DATE: _____

Fire Department & Prevention
(708) 444-5200/Non-emergency
Fax: (708) 444-5299

EMA
(708) 444-5600
Fax: (708) 444-5699

Senior Community Center
(708) 444-5150

www.tinleypark.org





Village President
Jacob C. Vandenberg

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Michael W. Glotz
Michael J. Mangin

FORM 2

Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

NAME: _____

Administration
(708) 444-5000
Fax: (708) 444-5099

ADDRESS: _____

Community Development
(708) 444-5100
Fax: (708) 444-5199

DATE: _____

Public Works
(708) 444-5500

I authorize the C.O.P.S. Testing Service Inc. and any other testing agent commissioned by the Civil Service Commission to release all test results, including medical, psychological and polygraph examinations to the Civil Service Commission of the Village of Tinley Park, Illinois and to the Tinley Park Police Department.

Police Department
7850 W. 183rd St.
Tinley Park, IL 60477
(708) 444-5300/Non-emergency
Fax: (708) 444-5399

**John T. Dunn
Public Safety Building**
17355 S. 68th Court
Tinley Park, IL 60477

Fire Department & Prevention
(708) 444-5200/Non-emergency
Fax: (708) 444-5299

SIGNATURE: _____

EMA
(708) 444-5600
Fax: (708) 444-5699

Senior Community Center
(708) 444-5150

www.tinleypark.org



PLEASE MARK WITH REQUIREMENT (A, B, C, D) YOU ARE USING TO APPLY FOR THE POSITION OF PATROL OFFICER A-2.

- a) Bachelor of Arts or Bachelor of Science Degree from a four-year college or university.
- b) Associates Degree or 60 hours of college credit with at least a "C" average (or equivalent) and with an emphasis, in either case, being placed on course work in the criminal justice field.
- c) High School graduate with at least two years satisfactory experience as a certified/sworn law enforcement officer in the State of Illinois.
- d) An existing part-time Patrol Officer with the Village of Tinley Park pursuant to Section 33.20 of the Village of Tinley Park Code who has been a reserve Patrol officer with the Village for a minimum of four years, prior to the test date and also has met the minimum training requirements for full-time Patrol officers established by the State of Illinois.

Name of Applicant: _____



Village President
Jacob C. Vandenberg

Village Clerk
Kristin A. Thirion

Village Trustees
Brian H. Younker
Michael J. Pannitto
Cynthia A. Berg
William P. Brady
Michael W. Glotz
Michael J. Mangin

FORM 4

Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

RELEASE OF LIABILITY

Administration
(708) 444-5000
Fax: (708) 444-5099

The undersigned hereby releases C.O.P.S. Testing Service Inc.,
Tinley Park Civil Service Commission, Village of Tinley Park, Victor J.

Community Development
(708) 444-5100
Fax: (708) 444-5199

Andrew High School and High School District 230 and Joliet Junior
College (JJC) from any liability due to my injury or death in the testing
process.

Public Works
(708) 444-5500

Police Department
7850 W. 183rd St.
Tinley Park, IL 60477

(708) 444-5300/Non-emergency
Fax: (708) 444-5399

John T. Dunn
Public Safety Building
17355 S. 68th Court
Tinley Park, IL 60477

NAME: _____

Fire Department & Prevention
(708) 444-5200/Non-emergency
Fax: (708) 444-5299

SIGNATURE: _____

DATE: _____

EMA
(708) 444-5600
Fax: (708) 444-5699

Senior Community Center
(708) 444-5150

www.tinleypark.org



HIPAA AUTHORIZATION TO USE AND DISCLOSE CONFIDENTIAL HEALTH INFORMATION

To release the personal health information of:

Name: _____ Phone#: _____ Date of Birth: _____
 Address: _____ City: _____ State: _____ Zip: _____

To release to: Recipient: VILLAGE OF TINLEY PARK Phone #: _____
 Address: 16250 S. Oak Park Avenue _____
Tinley Park, IL 60477 City: _____ State: _____ Zip: _____

To release from: Releasing Entity: _____ Phone #: _____

The purpose of this disclosure is: At the request of the individual Other: _____
 The dates of care covered by this Authorization are: _____

Release the Following Information:

- Discharge Summary Pathology Report(s) Emergency Record(s) History & Physical
- Radiology Report(s) Itemized Billing Statement Consultation(s) Lab Report(s)
- Operative Report(s) Cardiology Report(s) Progress Notes Treatment Plan(s)
- Other Records as specified: _____
- Entire Medical Record (Except for Records Concerning Highly Confidential Information).

Release of Highly Confidential Information:

By checking any of the boxes next to a category of Highly Confidential Information listed below, I specifically authorize the use and/or disclosure of records relating to the category of Highly Confidential Information indicated next to the box:

(Please check all that apply—leaving a box unchecked may result in no information being disclosed for any purpose.)

- Mental Illness or Developmental Disability*** Abuse of an Adult with a Disability
- Sexually Transmitted Diseases (STD's) Genetic Testing
- Sexual Assault HIV/AIDS Testing or Treatment (including the fact that an HIV test was ordered, performed or reported, regardless of whether the results of such such tests were positive or negative)
- Substance (i.e., alcohol or drug) Abuse
- Child Abuse and Neglect

This Authorization will remain in effect:

- From the date of this Authorization until: _____ (Not over one year)
- Until the Releasing Entity fulfills the request or 120 days from the date this Authorization is signed, whichever occurs earlier.

I understand that:

- I have the right to inspect and receive copies of information to be disclosed.
- The information disclosed pursuant to the Authorization may be subject to redisclosure by the Recipient and may no longer be protected by applicable federal and Illinois law. ***** NOTICE TO RECIPIENT: Under the provisions of the Illinois Mental Health and Developmental Disabilities Confidentiality Act, you may not redisclose any records disclosed pursuant to said Act unless the person who consented to their disclosure specifically consents to such redisclosure.**
- I may refuse to sign this Authorization for any reason unless I am to receive health care or testing solely for the purpose of creating protected health information for disclosure to the Recipient identified in this Authorization.
- I have the right to revoke this Authorization in writing at any time but revoking this consent shall have no effect on disclosures made before receipt of the revocation of the consent by the releasing entity.

I have read and understand the terms of this Authorization, and I hereby knowingly and voluntarily authorize above Releasing Entity to use or disclose my health information in the manner described above.

Signature of Patient or Legal Representation	Date/Time	Signature of Witness*	Date/Time
*Witness' Signature is required for Mental Health or Developmental Disability treatment.			
If Signed by Legal Representative, Relationship to Patient: _____			



APPLICANT EEO DATA SHEET

POSITION APPLIED FOR: _____ DATE: _____

Important – please read carefully

To enable the Village of Tinley Park to meet governmental reporting regulations, applicants are requested, but not required, to complete this personal data sheet. This information will be used solely for statistical reporting purposes.

This information will be kept personal and confidential. Your voluntary cooperation is greatly appreciated.

Last Name	First Name	Middle Name
_____	_____	_____
Street Address	City	State
_____	_____	_____
Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female

Ethnic Categories: Please check one.

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.