



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

Thank you for your interest in the Wheeling Police Department.

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

Police Officer Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Friday, October 31, 2025, at 2:00 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: Wheeling 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. Be sure to add our email to your address book and check your inbox (including spam) frequently for time sensitive information.

Virtual Testing Information:

Candidates must take the mandatory written examination the week of December 8, 2025. The exam will be administered virtually during business hours – no nights or weekend dates/times will be offered. It is your responsibility to ensure that you can test during these times. Exact dates/times for the exam will be released at a later date. Visit <https://iosolutions.com/candidateprep/> for additional information on the virtual testing.





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

Police Officer Minimum Requirements:

- At least 21 years old but under 35 years old by date of written exam, unless exempt from such age limitations as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act
- Authorized to work in the United States under federal law and carry a firearm
- Valid driver's license
- POWER test card – must be dated within one year of the written exam
- High school diploma or GED
- Vision correctable to 20/30 and free from color blindness
- Ability to pass all phases of selection including polygraph, psychological and medical examinations
- Not having been convicted of a felony, a crime of moral turpitude, or any misdemeanor specially listed in section 10-2.1-6 of the Act, 65 ILCS 5/10-2.16 as amended
- Not be a habitual user of illegal narcotics or drugs or intoxicating beverages or be an illegal gambler
- Not be physically or mentally unable to perform the duties of the position of police officer

Additional consideration may be given to those individuals who possess the following:

- **Veteran:** Must hold at least one year of active duty and honorable discharge (or are now on inactive or reserve duty)
- **Educational:** Associate's degree from an accredited college/university in the field of Criminal Justice or other related field **or** bachelor's degree from an accredited college/university in any field of study
- **Experience:** Current Certified Police Officer by IL Law Enforcement Training and Standards Board **or** Current Certified Police Officer from another state who may be certified in IL **or** Employed as a Community Service Officer with the Wheeling PD (not less than 2,080 hrs. of actual salaried service within a three-year period)





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

Application Required Documentation Checklist. Due on 10/31/2025 at 2:00 p.m.

- Application Confirmed Online Confirmation Number: _____
- Consent & Release Form (2 pages) – must be signed and dated by applicant
- Copy of high school diploma, high school transcripts or GED
- Copy of valid driver's license
- Copy of proof of authorization to work in the United States. Proof may include:
 - Copy of U.S. County/State issued birth record. Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.
 - Copy of valid U.S. Passport
 - Copy of Naturalization Papers
 - Copy of Permanent Resident Card
- Copy of valid POWER test card dated no earlier than December 8, 2024

Optional Documents:

- Copy of DD-214 (long form, with character of discharge)
- Copy of college diploma or transcripts. Must show major and degree type.
- Copy of Police Officer Certification
- Copy of Wheeling Community Service Officer Certification

Please deliver the completed release form and all required documents to the address below by the application deadline of October 31, 2025, at 2:00 p.m.

IOS Recruitment ATTN: Wheeling PD, 1520 Kensington Rd, Suite 110, Oak Brook, IL 60523

Please be sure to carefully review the checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be the cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.





IOS Recruitment and Testing Services

Wheeling Police Department

Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Wheeling Police Department (“Employer”), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment (“IOS Recruitment”), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act (“FCRA”) and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.



IOS Recruitment and Testing Services

Wheeling Police Department

Consent and Release Agreement

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____