

Hire Certification Form: Non-Bid Duty/Non-Bid Unit Assignment

Chicago Police Department/Human Resources Division

Please execute the below certification by signing, dating, and initialing the corresponding box for the role you performed. Complete a separate row for each date an action is completed. If you performed multiple roles on the same day, you may initial these roles on the same row. If interviews occurred over multiple days, only complete one line and date it for the last day of interviews. By signing below you are certifying, under penalty of perjury, that to the best of your knowledge political reasons or other improper factors did not enter into any employment actions taken with respect to your role in the assignment process.

Assignment: _____ Unit: _____

I certify that I am aware of and in full compliance with the prohibitions regarding personnel decisions by the City of Chicago insofar as they apply to me. I certify under penalty of perjury, as provided by law, that, to the best of my knowledge and after due inquiry, political reasons or improper factors did **not** enter into any City employment actions taken with respect to the applicants in the assignment process for the above referenced position. I understand that failure to comply with the above prohibitions and/or failure to submit an accurate Hire Certification Form may result in disciplinary action, up to and including, immediate termination and may subject me to prosecution for perjury under Illinois law.

Signature	Print Name	Title/Employee ID	Date Signed	Drafted NOJO	Screened Applications	Contacted Candidates	Interviewed Candidates	Conducted or Scored Skills Test	Created Eligibility Pool	Completed Decision to Hire/Justification	Candidate Hire Certification Completed	Other (Please Specify)	Date Role(s) Performed

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