

**BLOOMFIELD
POLICE DEPARTMENT
573-568-3576**



**APPLICATION
PACKAGE**

PLEASE INCLUDE COPIES OF:

**DRIVER'S LICENSE
SOCIAL SECURITY CARD
ALL APPLICABLE CERTIFICATES**

NAME _____ DOB _____
SSN _____ PHONE _____ ALT _____
ADDRESS _____

APPLICATION FOR EMPLOYMENT

Please print or type. Complete all questions.

“SEE RESUME” is not a sufficient response to any question.

CHECK ONE:			
FULL TIME	RESERVE	AUXILARY	ANIMAL CONTROL

Last Name	First	Middle	Date of Application
Street Address			Home Telephone
City, State, Zip Code			Work Telephone
Position Desired	Date Available	Salary Desired	Social Security Number
Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of U.S. citizenship or immigration status will be required upon employment.	

EDUCATION

Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical*					
College*					
Graduate School*					
Other*					

*If degree was received under a name other than that listed on this application, please provide your full name at the time the degree was awarded:

Degree: _____ Name At Time Earned: _____

Scholastic Achievements:

SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):

EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below. Please use the "Employment History Continuation Sheet" if additional space is needed.

(1) Current or Last Employer / Telephone		From Mo/Yr		To Mo/Yr		Summarize the nature of the work performed and job responsibilities.		
Address								
Job Title		Hourly Rate/Salary		Starting				
Immediate Supervisor and Title		\$			per			
Type of Employment		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hourly Rate/Salary				
		<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Final				
Reason for leaving or why you are considering leaving?		\$			per			
If currently employed, may we contact for reference?		<input type="checkbox"/> Yes <input type="checkbox"/> No						
(2) Next Previous Employer / Telephone		Dates Employed		From Mo/Yr		To Mo/Yr		Summarize the nature of the work performed and job responsibilities.
Error! Not a valid bookmark self-reference.								
Address								
Job Title		Hourly Rate/Salary		Starting				
Immediate Supervisor and Title		\$			per			
Type of Employment		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hourly Rate				
		<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Final				
Reason for leaving?		\$			per			

EMPLOYMENT HISTORY CONTINUATION SHEET

Last Name MI	First	Date of Application
Please place a number in the upper left-hand parentheses to designate the next previous employer, as continued from page 3 of the Employment Application, if this is your first continuation sheet, then number is 5.		
(3) Next Previous Employer / Telephone	From Mo/Yr	To Mo/Yr
		Summarize the nature of the work performed and job responsibilities.
Address		
Job Title		Hourly Rate/Salary
		Starting
Immediate Supervisor and Title		\$ per
Type of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part	Hourly Rate/Salary
Time	<input type="checkbox"/> Temporary <input type="checkbox"/>	Final
Other		
Reason for leaving?		\$ per
(4) Next Previous Employer / Telephone		Dates Employed
		From To Mo/Yr Mo/Yr
Address		
Job Title		Hourly Rate/Salary
		Starting
Immediate Supervisor and Title		\$ per
Type of Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part	Hourly Rate
Time	<input type="checkbox"/> Temporary <input type="checkbox"/>	Final
Other		
Reason for leaving?		\$ per

IN CASE OF EMERGENCY NOTIFY:

NAME _____

ADDRESS _____

PHONE _____

EMPLOYMENT HISTORY CONT.

(5) Next Previous Employer / Telephone	Dates Employed			Summarize the nature of the work performed and job responsibilities.
	From Mo/Yr	To Mo/Yr		
Address				
Job Title	Hourly Rate/Salary			
	Starting			
Immediate Supervisor and Title	\$		per	
Type of Employment	Hourly Rate			
Time	Final			
Other				
Reason for leaving?	\$		per	

(6) Next Previous Employer / Telephone	Dates Employed			Summarize the nature of the work performed and job responsibilities.
	From Mo/Yr	To Mo/Yr		
Address				
Job Title	Hourly Rate/Salary			
	Starting			
Immediate Supervisor and Title	\$		per	
Type of Employment	Hourly Rate			
Time	Final			
Other				
Reason for leaving?	\$		per	

COMMENTS (including explanation of any gaps in employment):

REFERENCES

List three business/work references who are **NOT** related to you and are **NOT** previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you or your work?

PROFESSIONAL LICENSES

List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed:

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MEMBERSHIPS

List professional, trade, business, or civic associations that you consider relevant to the position for which you are applying (exclude memberships which would reveal sex, race, religion, national origin, age, color, or disability).

Organization	Offices Held

SPECIAL ACCOMPLISHMENTS, PUBLICATIONS AND AWARDS

Exclude information that would reveal sex, race, religion, national origin, age, color, or disability.

OTHER INFORMATION

Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic fines, (2) any offense committed before your 17th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under federal or state law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar authority. (A yes response will not necessarily disqualify you from employment.) Yes No
 If checked yes, please explain below.

If you have ever been granted a security clearance by any government agency, indicate the level of clearance, when granted, and by whom?

Have you ever had a security clearance suspended, denied, or revoked? Yes No

Are you bound by any non-solicitation/ non-compete agreement? Yes No

Have you ever interviewed for a job with the Bloomfield Police? Yes No
 If yes, when? Where?

Have you ever been employed by the Bloomfield Police? Yes No
 If yes, when? Where?

Are any relatives or friends currently employed by the Bloomfield Police? Yes No
 Name of employee(s) Business unit where employed

What prompted your application to the Bloomfield Police? Ad Friend
 (Please indicate name of ad/friend) Bloomfield Police Employee Other

PLEASE REVIEW APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.

PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.

I understand that employment by Bloomfield Department is "at will." This means that the employment relationship can be ended by me or by Bloomfield Police at any time for any reason with or without advanced notice and with or without cause. It also means that Bloomfield Police may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Bloomfield Police Department or the City of Bloomfield to continue to employ me in the future or for any specific term.

If employed by Bloomfield Police, I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. Although management makes every effort to accommodate individual preferences, organizational needs may make the following conditions mandatory: overtime, rotating work schedule, or a work schedule other than Monday through Friday or normal business hours. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signature of Applicant _____ Date _____

AS AN APPLICANT AND A POSSIBLE FUTURE EMPLOYEE OF THE CITY OF BLOOMFIELD AND THE BLOOMFIELD POLICE DEPARTMENT AND WITH FULL KNOWLEDGE AND UNDERSTANDING THAT THE RESULTS OF ANY BACKGROUND INVESTIGATION COMPLETED IN THE PRE-EMPLOYMENT PROCESS AND THE RESULTS OF ANY INTERNAL INVESTIGATION THAT MAY BE INITIATED AND OR COMPLETED DURING MY EMPLOYMENT WILL BE PLACED IN MY PERSONNEL FILE, I HEREBY WAIVE ANY RIGHT TO VIEW OR TO REQUEST TO VIEW ANY PERSONNEL FILE THAT IS LOCATED AT THE BLOOMFIELD POLICE DEPARTMENT OR THE BLOOMFIELD CITY HALL.

APPLICANT PRINTED NAME _____

APPLICANT SIGNATURE _____

DATE _____

INVESTIGATION AUTHORIZATION

By signing below, I hereby authorize Bloomfield Police to conduct an investigative report and/or reference check concerning all statements contained in my application for employment; to interview all employers, references, and other individuals and institutions to obtain information and opinions about me; and to conduct any other investigation that it deems appropriate. Such investigation may include but is not limited to my education, employment history (except my current employer if I have so indicated above), character, general reputation, driving record, credit history, and criminal record. In the event that I am employed by Bloomfield Police, I hereby authorize Bloomfield Police to answer any inquires regarding my employment, conduct, qualifications, and reasons for leaving.

I understand that I have the right to request Bloomfield Police to disclose to me, completely and accurately, the nature and scope of the investigation. (Such a request must be made in writing to the human resources department within a reasonable time after you have completed and signed this authorization.)

In exchange for being considered for employment, I hereby release Bloomfield Police, its employees, and agents, as well as any law enforcement agency, current or former employer, educational institution, credit agency, or any other individual providing information about me to Bloomfield Police, from any liability arising from disclosure of such information that is obtained during said investigation.

Signature of Applicant

Date

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>
DOB:	SSN:	

LIST BELOW ANY TRAFFIC CITATIONS YOU HAVE RECEIVED WITHIN THE LAST 5 YEARS:

DATE/JURISDICTION	INFRACTION	DISPOSITION GUILTY / NOT GUILTY

LIST BELOW ANY MISDEMEANOR CHARGES YOU HAVE EVER RECEIVED:

DATE/JURISDICTION	INFRACTION	DISPOSITION GUILTY / NOT GUILTY

HAVE YOU EVER BEEN CHARGED WITH DOMESTIC ASSAULT, DOMEST ABUSE, OR STALKING? YES [] NO []

IF YES, EXPLAIN:

I CERTIFY THAT THE ABOVE LISTED INFORMATION AND STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

DATE _____ SIGNED _____

PRINTED NAME – TYPED IF E-FORM