

Village of Ostrander
 Division of Police
 PO Box 35
 Ostrander, Ohio 43061
Police Officer
EMPLOYMENT APPLICATION



OFFICE USE ONLY

Issued: _____
 Returned: _____
 Reviewed: _____
 Rejected: _____
 Hired: _____
 Terminated: _____

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

Position Applied For: _____ Social Security Number: _____
 Last Name: _____ First: _____ Middle Initial: _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work/Message Phone: _____ Email: _____

Please Circle Appropriate Response

1. Have you ever worked for the Village of Ostrander?
 Yes No

If yes, please give date(s) of employment. _____

2. Are you a U.S. citizen? Yes No

If no, are you authorized by Immigration and Naturalization to work in the U.S.? Yes No

Alien #A: _____
 Admission #: _____

3. Will you work night shift? Yes No
 Will you work weekends? Yes No

4. Have you ever been fired, forced to resign, or resigned in lieu of termination? Yes No

If yes, please explain below:

Employer's Name: _____ Date: _____

Reason: _____

5. Are you related to a village employee?

Yes No If yes, please give the person's:

Name: _____

Relationship: _____

Department: _____

6. Have you ever been found guilty of, had adjudication withheld, pled no contest to a felony or misdemeanor related crime?
 Yes No

If yes, please give details below:

Date: _____

Agency: _____

Offense/Charge: _____

Felony/Degree: _____ Misdemeanor/Degree: _____

Outcome: _____

Note: A conviction does not automatically mean you cannot be employed by the village. The nature of the offense, how long ago it occurred, etc., are given consideration.

Attach additional sheets as needed

7. Were you in the U. S. Armed Forces: Yes No
 Did you receive an honorable discharge? Yes No
 Do you claim veteran's preference? Yes No

If, yes, a copy of your DD214 must accompany this application.

8. DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License? _____ Driver's License Number: _____ State: _____ Expiration Date: _____ CDL Class: _____ Endorsements: _____	Has your license ever been suspended? <input type="radio"/> Yes <input type="radio"/> No Has your license ever been revoked? <input type="radio"/> Yes <input type="radio"/> No If yes, please provide dates and explain: _____ _____
---	---

9. PLEASE LIST ALL TRAFFIC CITATIONS RECEIVED WITHIN THE LAST SEVEN (7) YEARS
 (driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1).

Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____ Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____	Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____ Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____
--	--

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma? <input type="radio"/> Yes <input type="radio"/> No	GED? <input type="radio"/> Yes <input type="radio"/> No	Date obtained: _____
If not a high school graduate, highest grade completed: _____		History of Truancy/Expulsion?: Yes No
Name and location of last High School attended: _____		
Name	City	State

List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:

Name and Location	Total Hours Completed	Hours required for certification	Course/Subject Taken	Certificates Received

List Colleges and Universities Attended Below:

Name and Location	Credit Hours Received		Did you graduate?		Major/Minor Degree Field of Program of Study	Type of Degree Received (BS/BA/MS/Certificate, etc.)
	Sem.	Qtr.	Yes	No		

11. Previous Employment History

INSTRUCTIONS: **Beginning with your present or most recent job**, describe your work experience for the past seven (7) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include Military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. **DO NOT list previous police related jobs in this section unless they are the only previous employment you have had in the past 7 years.**

(Job 1) Present or most Recent Employer						Employer: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
Hours per Week _____						Supervisor's Name and Title: _____					
Starting Salary \$ _____ per _____						Reason For Leaving Position: _____					
Last Salary \$ _____ per _____						May we contact your present employer? <input type="radio"/> Yes <input type="radio"/> No					
Specific Duties: _____											

Number of Employees supervised (if applicable): _____											

BETWEEN THESE JOBS (if applicable): UNEMPLOYED IN SCHOOL FROM (mo/yr): _____ TO (mo/yr): _____

(Job 2) Present or most Recent Employer						Employer: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
Hours per Week _____						Supervisor's Name and Title: _____					
Starting Salary \$ _____ per _____						Reason For Leaving Position: _____					
Last Salary \$ _____ per _____											
Specific Duties: _____											

Number of Employees supervised (if applicable): _____											

BETWEEN THESE JOBS (if applicable): UNEMPLOYED IN SCHOOL FROM (mo/yr): _____ TO (mo/yr): _____

(Job 3) Present or most Recent Employer						Employer: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
Hours per Week _____						Supervisor's Name and Title: _____					
Starting Salary \$ _____ per _____						Reason For Leaving Position: _____					
Last Salary \$ _____ per _____											
Specific Duties: _____											

Number of Employees supervised (if applicable): _____											

BETWEEN THESE JOBS (if applicable): UNEMPLOYED IN SCHOOL FROM (mo/yr): _____ TO (mo/yr): _____

(Job 4) Present or most Recent Employer						Employer: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
Hours per Week _____						Supervisor's Name and Title: _____					
Starting Salary \$ _____ per _____						Reason For Leaving Position: _____					
Last Salary \$ _____ per _____											
Specific Duties: _____											

Number of Employees supervised (if applicable): _____											

12. Previous Police Related Jobs (law enforcement jobs that you maintained an active OPOTA approved commission)

Most Recent Commission						Agency: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
If a "Reserve" or "Auxiliary" state required hours per month you performed these duties: _____:						Immediate Supervisor: _____					
What was the minimum hours required to maintain this commission: _____						Chief of Police: _____					
						Reason For Leaving Position: _____					
						Have you ever received any disciplinary action while employed: () Yes () No					
						If yes, explain on a separate sheet of paper					
Specific Duties: _____											

Previous Commission #2						Agency: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
If a "Reserve" or "Auxiliary" state required hours per month you performed these duties: _____:						Immediate Supervisor: _____					
What was the minimum hours required to maintain this commission: _____						Chief of Police: _____					
						Reason For Leaving Position: _____					
						Have you ever received any disciplinary action while employed: () Yes () No					
						If yes, explain on a separate sheet of paper					
Specific Duties: _____											

Previous Commission #3						Agency: _____					
From		To		Total Time		Address: _____					
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.	Telephone Number: _____					
						Your Job Title: _____					
If a "Reserve" or "Auxiliary" state required hours per month you performed these duties: _____:						Immediate Supervisor: _____					
What was the minimum hours required to maintain this commission: _____						Chief of Police: _____					
						Reason For Leaving Position: _____					
						Have you ever received any disciplinary action while employed: () Yes () No					
						If yes, explain on a separate sheet of paper					
Specific Duties: _____											

13. Personal/Professional References (all three must be completely filled out with up to date information)

Type of Reference ____ Personal ____ Professional	Length of Time Known ____ Years ____ Months	Name	Address	Telephone Information
				E-Mail Address
Type of Reference ____ Personal ____ Professional	Length of Time Known ____ Years ____ Months	Name	Address	Telephone Information
				E-Mail Address
Type of Reference ____ Personal ____ Professional	Length of Time Known ____ Years ____ Months	Name	Address	Telephone Information
				E-Mail Address

Did You:

- Include your social security number?
- Answer all questions completely?
- Cover a full 7-year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of documents requested, if applicable?
- Sign and date the application?
- Complete Police Officer Questionnaire?

Please read this statement carefully before signing below:

The Village of Ostrander and the Division of Police are Equal Opportunity Employers.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the Village of Ostrander are true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Birth Certificate, Photo Identification, and Social Security Card must be submitted before employment. All information is subject to investigation and verification. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of urine, which may be tested for use of drugs and/or controlled substances.

Form opd-100 Rev. 08/01/05 Pg. 4/8

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGN YOUR NAME HERE	DATE
---------------------	------

NOTES:

- Applicants must provide copies of documents as indicated, should any of the requested information not be included at the time the application is submitted for review it will be grounds for rejection of the application without notice.
- Applicants requesting reasonable accommodation during the job application process may contact the Chief of Police at the address and phone number listed on the front of the application to request such accommodations.

NOTICE TO APPLICANT OF INTENT
TO OBTAIN A BACKGROUND INVESTIGATION REPORT

Dear Police Department Applicant,

In connection with your application for employment, we will procure certain background information concerning you, which is contained in a background investigation report. A background investigation report will contain information regarding your driving record and/or criminal background.

Before we procure a background investigation report, you must authorize such procurement in writing. You have the right to decline authorization for us to procure a consumer report. However, we will not consider you further for employment if you so decline. On the bottom of this form, you will find a release, which will allow us to obtain a consumer report. Please read the release carefully before signing it and indicating your choice regarding disclosure.

RELEASE TO PROCURE A BACKGROUND INVESTIGATION REPORT

I have read the "*Notice to Applicant of Intent to Obtain a background investigation report.*" I understand that I have the right to decline authorization for the Village of Ostrander to procure a background investigation report concerning me.

Understanding these rights (***initial only one choice***):

_____ I authorize the Village of Ostrander to procure a background investigation report concerning me.

_____ I **do not** authorize the Village of Ostrander to procure a background investigation report concerning me.

NAME (Print Please) _____
SOCIAL SECURITY NUMBER _____
SIGNATURE _____
DATE _____
WITNESS _____

TERMINATION OF CONSENT

On, _____, I _____, have formally withdrawn my consent for the Village of Ostrander, Division of Police to perform any consumer report investigation into my personal and/or professional background. At this time I no longer wish to be considered for the position of _____ for which I have applied.

Applicant's Signature _____ Date

Print Name

Signature of Witness _____ Date

Village of Ostrander

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION SURVEY

TO ALL APPLICANTS: The following information is being gathered by the Village of Ostrander for research, affirmative action, and federal EEO reporting requirements. If you choose not to answer any of the items, you will not be subject to adverse treatment; however, we urge you to do so and assure you that this information will not be used to evaluate your application, and will be kept confidential.

JOB/POSITION APPLIED FOR: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH (Month/Day/Year): _____

SEX

- Male
- Female

Race/Ethnic Categories (Check One)

- Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- 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, Japan, Korea, the Philippine Islands, and Samoa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- 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.
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Other: Includes all persons not covered by a specific category. If this category is checked, indicate specific ethnicity or natural origin:

HOW DID YOU LEARN OF THIS POSITION

- Ad in newspaper _____
- Ad in trade journal _____
- College/Academy bulletin board _____
- Complete interest form and received notification
- Village newsletter/walk-in
- Friend/Village Employee _____
- Internet _____
- Other Agency Referral _____
- Other _____

Village of Ostrander
Police Officer Questionnaire

Please respond to the following questions. You may type your answers on a separate sheet of paper. Keep in mind that the quality of the answers is the issue at hand and not the quantity of the response.

1. Describe your personal decision-making process.
2. Describe your future career goals.
3. Describe the role that law enforcement personnel should play with respect to the general code enforcement within their area of jurisdiction.
4. Describe the role that a patrolperson of a small police department (10 sworn personnel) should play with respect to the daily operations of the department.
5. As a patrol officer, describe how you should interact with the citizens of Ostrander.
6. Define the term “professional courtesy” as it relates to the interaction between law enforcement personnel; describe any parameters that should be applicable to the extension of professional courtesy.
7. Describe the ideal working relationship between a chief and the patrol officers (keeping in mind it is a small department).
8. Explain the difference between the spirit of the law and the letter of the law.
9. What do you expect the police department and the Village of Ostrander to do for you?
10. What is community policing to you?
11. Why do/did you want to become a police officer?
12. Define work ethic as it pertains to taking personal responsibility, punctuality, call off and so forth.

When you have completed these questions, please return them with your application to be considered for a commissioned police officer position for the Village of Ostrander.

Thank you,


Kenneth C. Jones
Chief of Police