

VILLAGE OF UTICA, DIVISION OF POLICE

Police Personnel Application

The Village of Utica and its Police Department is an Equal Opportunity Employer. We consider applications for all any open position without regard to race, color, national origin, sex, age, disability, marital status, religion, or any other legally protected status.

Instructions:

Application should be filled out to its entirety in blue ink. Any area that does not pertain to you should be filled in with N/A. All documentation of certifications, transcripts, degrees, etc., should be attached. You may include a resume however, it will not be used as a substitution for the written application.

Application and all documentation can be taken in person to the Police Department at 39 Spring Street, Utica, Ohio 43080. Attn. Cameron Dailey, Chief of Police.

Minimum Qualifications; For Sworn Personnel;

1. Clean criminal history.
2. Have reached the age of 21 by appointment.
3. Currently enrolled or have completed O.P.O.T.A. training.
4. Be able to pass polygraph and drug test.
5. Be able to pass a background investigation.
6. Be able to pass physical agility test.

Minimum Qualifications; For Non-Sworn Volunteer Personnel; "Police Reserve"

1. Must be 18 years of age with a clean criminal history.
2. Be able to pass polygraph and drug test.
3. Be able to pass background investigation.
4. Be able to pass a basic physical agility test.

Process:

Submitted applications will be reviewed within five days of receipt. If applicant is being considered for further review he or she will be notified of further tests and interview.

VILLAGE OF UTICA, DIVISION OF POLICE

Employment Application

APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address				Apartment/Unit #								
City			State			ZIP						
Phone			E-mail Address									
Date Available			Social Security No.			Availability						
Position Applied for												
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this Village?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
High School			Address									
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
College			Address									
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
OPOTA			Address									
From		To	OPOTA Certificate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Number			
REFERENCES												
<i>Please list three professional references.</i>												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								
Address												

REFERENCES

Please list three personal references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

CRIMINAL HISTORY

Have you ever been convicted of a felony? YES NO

Have you ever been convicted of a misdemeanor other than a traffic violation? YES NO

If you answer yes to either, please explain. _____

DRIVER'S LICENSE

Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever had your license suspended?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you answer yes to suspended, please explain.

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	
Are you currently in the Reserve or National Guard? Yes, explain.	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

VILLAGE OF UTICA, DIVISION OF POLICE

Applicant's Certification;

I, _____, have answered all questions to my best ability and have been complete and honest. I understand that a complete and thorough background investigation will be conducted. Any omissions, falsifications or misrepresentations will be basis for disqualification and or dismissal from the Village of Utica.

I understand that the use of drugs and alcohol are prohibited and I may be required to a random test and or screen.

I understand that my continued employment may be contingent upon the results of drug, alcohol, medical or psychological tests and or examinations that I may be required to take during the term of my employment.

I understand and authorize the investigation into the following types of information; employment and education history, medical, military, driving, and police records. Information will also be obtained about your character, abilities, and memberships.

Signature of Applicant

Subscribed and sworn to me according to the law by the above named applicant on this ____ day of

_____, 20____.

Notary Public

OFFICE USE ONLY

Personal References: # 1

Name:

Date:

Comments;

Personal References: # 2

Name:

Date:

Comments;

Personal References: # 3

Name:

Date:

Comments;

OFFICE USE ONLY

Previous Employment: # 1

Name:

Date:

Comments;

Previous Employment: # 2

Name:

Date:

Comments;

Previous Employment: # 3

Name:

Date:

Comments;