

SOUTH WINDSOR POLICE SERVICES EMPLOYMENT APPLICATION

Discrimination because of race, color, sex, religion, age, national origin, disability or veteran's status is prohibited by law.

IMPORTANT: This application is considered part of the examination process. It must be fully completed even if you have submitted a resume or provided other supporting materials. Please answer all questions completely and accurately. Applications may be rejected or not completely evaluated if answers are incomplete, vague. Responses provided should be brief but should include all important information related to your qualifications for the position. All statements are subject to investigation and any facts found to be false, exaggerated or misleading will result in your disqualification.

PERSONAL INFORMATION

DATE Social Security
Month Day Year

NAME
Last First Middle

PRESENT ADDRESS
No. Street City State Zip

PHONE Are you at least 18 years of age? YES NO

Are you now or have you ever been employed by a law enforcement agency in the State of Connecticut? YES NO

Are you a citizen or naturalized citizen of the U.S.A.? (If YES, verification will be required.) YES NO

DRIVER'S LICENSE # STATE: TYPE:

ARMED FORCES INFORMATION

If you were in the armed forces, complete the following:

Service Number Branch of Service From: (M-D-Y) TO: (M-D-Y)

Did you receive training related to the position of police officer? (e.g., military police) YES NO

EXPLAIN: _____

Have you ever been convicted of a felony or misdemeanor? If yes, please explain _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?		List Diploma or Degree
			5	6	7	8			
Elementary									
High			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No		

High School Equivalency Diploma (GED)? Date _____ Number _____

EXPERIENCE: In the space provided below, give a complete record of your employment beginning with your present or most recent employment. Account for all periods, including self-employment, and unemployment. Use additional sheets if necessary.

Employer _____ Phone () _____

Address _____ Start date _____ End date _____

Job Title _____ Supervisor and Title _____ Reason for Leaving _____

Starting Salary _____ Final Salary _____ DUTIES: _____

Employer _____ Phone () _____

Address _____ Start date _____ End date _____

Job Title _____ Supervisor and Title _____ Reason for Leaving _____

Starting Salary _____ Final Salary _____ DUTIES: _____

Employer _____ Phone () _____

Address _____ Start date _____ End date _____

Job Title _____ Supervisor and Title _____ Reason for Leaving _____

Starting Salary _____ Final Salary _____ DUTIES: _____

Employer _____ Phone () _____
 Address _____ Start date _____ End date _____
 Job Title _____ Supervisor and Title _____ Reason for Leaving _____
 Starting Salary _____ Final Salary _____ DUTIES: _____

Have you ever been fired or asked to resign from a job? YES NO If YES, please explain:

Are there any other experiences, skills, or qualifications which will be of special benefit in the job of police officer? (For example, CPR, Firearms training, etc.).

Can you perform the essential functions of the job with or without reasonable accommodation?

COMPLIANCE INFORMATION

The following information is needed for compliance with government selection requirements and for Equal Employment Opportunity reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.

1 Your Name _____

2 Job Applied For _____

3 Sex (please check) Male _____ Female _____

4 Describe yourself in terms of one of the following groups. (Check one)

- a American Indian _____
 - b Black _____
 - c White _____
 - d Hispanic _____
 - e Asian American _____
 - f Other: _____
- Specify

5 Age:

Under 18 yrs _____	26-40 yrs _____
18-25 yrs _____	41-65 yrs _____
	66 yrs and over _____

Do you understand that as a requisite for this application process you will be required to submit to a polygraph examination, psychological examination and fingerprinting as well as an agility test, physical examination and drug testing?

Yes No

Signature

I certify that the information provided in this application is correct and truthful. I realize, too, that falsification of any information on this application may be grounds for rejection of this application or termination of employment. I also give consent to you to check previous employers, educational records, and references and release you from any liability that might arise from such disclosures. I further understand the acceptance of this form does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment. **I ACKNOWLEDGE THAT I RECEIVED AND READ A COPY OF THE JOB DESCRIPTION FOR POLICE OFFICER AND UNDERSTAND THAT PASSAGE OF A PHYSICAL EXAMINATION AS DETERMINED BY THE TOWN IS A MANDATORY REQUIREMENT FOR EMPLOYMENT.**

Signature

Date

"THE TOWN OF SOUTH WINDSOR IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER "

EMPLOYMENT INTEREST AND RECRUITING INFORMATION

**YOUR COMPLETED APPLICATION
MUST BE DELIVERED TO:
SOUTH WINDSOR POLICE SERVICES
151 SAND HILL ROAD
SOUTH WINDSOR, CT 06074**

**APPLICATIONS MUST BE
RECEIVED BY THE PUBLISHED
CLOSING DATE AND TIME**

How did you hear about this job? (please check one)

- a Hartford Courant _____
- b Journal Inquirer _____
- c Other newspaper (name) _____
- d Professional Journal (name) _____
- e Community Agency (name) _____
- f Present Police Officer _____
- g Present Town Employee _____
- h Other (please specify) _____

SOUTH WINDSOR POLICE SERVICES

POSITION TITLE: POLICE OFFICER

SUPERVISION RECEIVED: Works under the supervision of an officer of higher rank, who reviews work for conformance to department standards and regulations, and applicable laws.

EXAMPLES OF DUTIES:

- o Patrols an assigned area on foot, in a police vehicle or by other means to establish a police presence.
- o Enforces those laws, statutes and town ordinances that are under local police jurisdiction.
- o Interacts with citizens to receive and/or investigate complaints or to render aid.
- o Investigates instances of suspicious, criminal, or unusual activity detected or reported.
- o Actively seeks to apprehend and arrest criminal suspects and law violators.
- o When necessary, arrests criminal suspects. Initiates booking process or issues summons as necessary.
- o Uses verbal and/or physical skills to subdue unruly persons, persons resisting or fleeing custody, persons engaged in assaults or others posing a danger to citizens or property.
- o Investigates motor vehicle accidents to determine causes and issues summonses as necessary.
- o Renders first aid to sick and injured persons and victims of crimes.
- o Maintains order at shows, parades, rallies, strikes, demonstrations or other public assemblies.
- o Directs and controls the movement of vehicles and persons on roadways, intersections, accident scenes, obstructed areas.
- o Makes written reports on accidents, investigations, incidents and other activities by completing department forms.
- o Conducts follow-up on assigned investigations.
- o Attempts to preserve peace and order by using verbal and conflict resolution skills, or police powers, to settle disputes and disagreements.
- o Provides such service to the public as department policy and regulations direct.
- o Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- o Ability to learn police procedures and techniques, the law, department guidelines, and all aspects of recruit training.
- o Ability to reason logically, handling situations with good judgement and common sense.
- o Alertness, good powers of observation, good vision and hearing.
- o Ability to read and write effectively.
- o Ability to communicate well, to speak and listen effectively.
- o Ability to deal effectively with people, knowing when and how to use such skills as tact, understanding, leadership and firmness.
- o Integrity in conducting oneself in a manner above reproach.
- o Ability to calmly handle emergencies and tense situations.
- o Good physical condition, strength, agility.

MINIMUM TRAINING AND EXPERIENCE: High school diploma or G.E.D., college preferred, and a good prior work record.

SPECIAL REQUIREMENTS: Must be able to pass a thorough background investigation, polygraph, medical and psychological examination as well as physical agility and written tests. Other special requirements may apply.