

THE VILLAGE OF ROSEVILLE
POLICE DEPARTMENT
107 N. MAIN STREET
ROSEVILLE, OHIO 43731
PH. (740) 697-0315 FAX: (740) 697-0064

MAYOR DARRIN STRATE

CHIEF JOEY A. CARR

Application for Employment

The Roseville Police Department is an Equal Opportunity Employer. We consider applicants positions without regard to race, color, national origin, sex, age, disability, marital status, religion, or any other legally protected status.

NOTICE: The following additional documents must be attached to this application:

1. A copy of your social security card
2. A copy of OPOTA Peace Officer Certificate
3. One completed fingerprint card
4. Copies of GED or High School Diploma and other certificates of advanced training

Today's Date:_____

Instructions

This application must be printed legibly in ink. Do not type. All questions must be answered to the best of your ability. Applications that are not complete, or completed improperly, may not be considered for employment. If space provided is not enough for complete answers, or if you wish to furnish additional information, attach sheets of same size of this application, and numbers to correspond with questions.

Personal History

1. Full Name

Last Name

First Name

Middle

2. Any additional names that you have used, including the circumstance and time periods you used them. (For example maiden name, former name(s), alias(es), or nickname(s)).

Name

Circumstance

Date From/To

-
-
-
-
3. Are You a United States Citizen? () Yes () No

3. Social Security Number _____

Educational/Training

1.

High School
Name/Address

Did you Graduate

2.

College/University Name/Address	From/To	Credit Hours Earned	Type of Degree	Graduate?
---	----------------	--------------------------------------	---------------------------------	------------------

3.

Other Schools (Trade, Vocational, Business, Military):

Name/Address	From/To	Credit Hrs. Earned	Area of Study	Graduate?	Type of Certificate
---------------------	----------------	-------------------------------------	----------------------	------------------	--------------------------------------

4.

Describe any awards, honors, citations, positions held in school organizations, and any other special recognition you received while attending school:

5.

Indicate any foreign language that you can speak, read, or write.

6.

Indicate any Law Enforcement Training/Education:

7.

Did you receive a certificate? () Yes () No

Certificate Number: _____

8.

Describe any special abilities, interests, and hobbies, including the degree of proficiency:

9.

Indicate any special skills you possess and equipment you can use which may be related to law enforcement work (Example: two way radio communications, speed detection equipment, breathalyzer and firearms):

10.

Have you ever used computers in your prior and/or current position?

() Yes () No. If yes, list programs, software used:

11.

Are you willing to work:

nights? _____ Evenings? _____ Weekends? _____

Employment History

1.

List chronologically all employment **beginning with present employment**, including summer and part-time employment while attending school. All times must be accounted for. If unemployed for a period, please set forth dates of unemployment.

Name & Address of Employer	From/To	Salary	Reason for Leaving
---	----------------	---------------	---------------------------

Phone#:

Name &Address of Employer	From/To	Salary	Reason for Leaving
--	----------------	---------------	---------------------------

Phone#:

Name & Address of Employer	From/To	Salary	Reason for Leaving
---	----------------	---------------	---------------------------

Phone#:

Name & Address of Employer	From/To	Salary	Reason for Leaving
---	----------------	---------------	---------------------------

Phone#:

2.

Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from any employment or position you have held? If so, please describe why. _____

Residences

Actual places of residences for past 10 years—List Chronologically all addresses, including residences while at school and military. For college on campus, give dormitory name city and state. For military, indicate unit designation and location by city and state.

1.

From/To	Street Address	City	County	State

Driving History

1. Are you a licensed Ohio automobile operator? ()Yes ()No

Do you have a Commercial Driver's License? ()Yes ()No

License Number: _____

Expiration Date: _____

Restrictions: _____

2. Have you ever been denied issuance of a driver's license or have you ever had your driver's license suspended or revoked? If so, Please explain below.

Military History

1. Have you ever served on active duty in the Armed Forces of the United States?
() Yes () No

Branch of Service: _____

Highest Rank: _____

Duty Dates: From _____ To _____

Duty Dates: From _____ To _____

2. Date of Discharge: _____

3. Are you now or have ever been a member of a reserve unit or the National Guard?
() Yes () No

3. If yes, state branch of service, name, and location of your unit and whether or not you attended drills, meetings, or camps.

4. Was any type of disciplinary action taken against you in the service?
() Yes () No

If yes, Please provide: Date: _____ Place: _____

Nature of Offense: _____

Actions Taken:

Personal References and Acquaintances

1. Give three (3) references, not former employees or relatives who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women, who you have known for the past five (5) years. If retired, give former occupation.

Name Street Address City State Occupation Years known Phone#:

2. Are you acquainted with any members of the Crooksville Police Dept.? If so, list name(s) and your relationship to each.

Confidential Employee History

The information contained herein is confidential. It will not be made available for public inspection.

1. Applicants Current Address:

Address		Street Name	
<hr/>			
City	County	State	Zip Code
<hr/>			
Telephone Number			
<hr/>			

2. Can you perform the essential functions of the job duties set forth in the job description for which you applied, either with or without reasonable accommodation?
() Yes () No

3. Job descriptions which include testing or examination, can you take the test or examination with or without reasonable accommodation?
() Yes () No

4. Do you now, or have you possessed, supplied, or sold any narcotic or controlled substance such as, but not limited to marijuana hashish, cocaine, LSD, amphetamines, heroin, steroid, or any drug of similar nature? ()Yes ()No

If yes, please complete the following:

Drug: _____

Number of Times Sold/Possessed/Supplied: _____

First Time Sold/Possessed/Supplied: _____

Last Time Sold/Possessed/Supplied: _____

5. Do you currently use any narcotic or any controlled substance, such as those listed in question 4 or have you used such a narcotic or controlled substance within the last year?
() Yes () No

Please provide name and address of next of kin or other person to be contacted in case of emergency:

Name

Address

City

State

Zip Code

Phone Number

Please provide the name and address of your personal or family physician to be contacted in case of emergency:

Name

Address

City

State

Zip Code

Business Phone

5. Have you been under the care of a Doctor's care within the past 5 years?
() Yes () No

Applicant's Certification

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Roseville Police Department. I agree to the conditions and certify that all statements made by me on this application are true and complete, to the best of my knowledge. I also understand that I will be fingerprinted. I understand that this employment application shall become property of the Roseville Police Dept. and that it and the information received in response to the background examination are public records.

I understand that the use of drugs and or alcohol is not permitted during work time, whether paid or unpaid, in the areas, including vehicles, where work is performed by employees or appointees.

I understand the following types of information will be collected: employment and educational histories; military history, motor vehicle, police records and personal character information from references. Information will be obtained via letter, telephone, or personal interviews. This information will be used as element for appointment decisions.

I authorize any of the persons or organizations referred in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the Police Dept.

I agree to conform to the rules, regulations and orders of the Roseville Police Dept. and acknowledge that these rules, regulations and orders may be changed, interpreted, withdrawn, or added to by the Roseville Police Dept., at it's discretion, at anytime and without any prior notice to me.

Applicant's Signature

Date

Subscribed and sworn to me according to law by the above named applicant on this _____ day of _____, 20____

Notary Public