

# CITY OF MINCO POLICE DEPARTMENT

PO BOX 512 ~ 202 W. MAIN STREET

MINCO, OK. 73059

PHONE: (405) 352-5141

Fax: (405) 352-5962

## APPLICATION FOR EMPLOYMENT

For Personnel use only

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Type(s) of Work Desired:

\_\_\_\_\_

Social Security number: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

I, \_\_\_\_\_, have received, read, and understand the written job description for a position within the Minco Police Department. I am capable of performing the functions and task so described.

I understand the Minco Police Department will employ the best-qualified individuals for the position/s available. The Minco Police Department has no obligation to notify me of other more qualified applicants are selected to appear for testing and before the hiring board.

I understand that deliberately providing false information or omitting relevant facts during the application process may result in my disqualification or dismissal.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| 1. Are you a citizen of the United States?  | Yes | No |
| 2. Do you have a high school diploma or G.E.D. equivalent?  | Yes | No |
| 3. How much formal education do you have?   |     |    |
| 4. Have you ever illegally possessed any drug substance in any manner?  | Yes | No |
| 5. Have you ever stolen or taken anything without permission from anyone?   | Yes | No |
| 6. Do you possess a valid driver's license?   | Yes | No |
| 7. Have you ever been arrested for a traffic offense that could have resulted in the revocation or suspension of your driver's license? | Yes | No |
| 8. Has your driver's license ever been suspended or revoked?  | Yes | No |
| 9. Have you ever been arrested or charged with a crime or been a suspect?   | Yes | No |
| 10. How many traffic citations have you received in the past five years?  |     |    |
| 11. How many jobs have you had in the past five years?  |     |    |
| 12. Describe any computer knowledge.  |     |    |

13. How much law enforcement/dispatcher experience do you have? \_\_\_\_\_

14. Are you C I E R T Certified? Yes No

15. Have you ever been convicted of a felony or are you presently charged or being investigated for the commission of a felony?

Yes No

If yes, please explain. \_\_\_\_\_

**How Were You Referred To Us? (Circle only one.)**

- A By Your College
- B Advertisement
- C Employment Agency
- D By an Employee  
If So, Give Name: \_\_\_\_\_
- E Open house
- F Walk-in
- G Other

**Please Read Carefully And Complete By Printing In Black Ink Or Typing.**

**An Equal Opportunity Employer**

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

*Provide All Information Requested.*

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

**EMPLOYMENT RECORD**

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

1. Last Or Present Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type or Classification of Job: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone #: \_\_\_\_\_

Brief Description of Job Duties:

Supervisor's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Base salary: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type or Classification of Job: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Brief Description of Job Duties:  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Base salary: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**3. Company:** \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type or Classification of Job: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone #: \_\_\_\_\_

Brief Description of Job Duties:  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Base salary: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**4. Company:** \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type or Classification of Job: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone #: \_\_\_\_\_

Brief Description of Job Duties:  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Base salary: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EDUCATIONAL HISTORY**

**High School:**

School Name: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Major Course or Subject: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

**Technical/Trade (after high school)**

School Name: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Major Course or Subject: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

**College (list all attended)**

1. School Name: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Major Course or Subject: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

2. School Name: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Major Course or Subject: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

**Other education/training**

School Name: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Major Course or Subject: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

School name: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Major Course or Subject: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

**OUTSIDE ACTIVITIES**

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap.) Professional memberships, certificates, or licenses held

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Past and Present Civic or Cultural Activities (include offices held)**

\_\_\_\_\_  
\_\_\_\_\_

**Principal Hobbies**

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS**

**To be completed by applicant for Office/Clerical Work**

Typing: Yes \_\_\_\_\_ Words per Minute: \_\_\_\_\_ No \_\_\_\_\_

**Computer Skills**

Hardware: \_\_\_\_\_

Software: \_\_\_\_\_

**Please list Other Skills and/or Equipment/Language Experience You Have Acquired:**

\_\_\_\_\_  
\_\_\_\_\_

**List Other Shop/Production Skills:**

\_\_\_\_\_  
\_\_\_\_\_

**Served Apprenticeship:**

Yes \_\_\_\_\_ Type: \_\_\_\_\_

No \_\_\_\_\_

**MILITARY RECORD**

Branch of Service: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

**Present Military Affiliation:**

None \_\_\_ Reserve (active) \_\_\_ Reserve (inactive) \_\_\_

Kinds of Training and Duty While in Service:

\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL/WORK REFERENCES**

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name: \_\_\_\_\_

Title/Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone no. (include area code) \_\_\_\_\_

Occupation: \_\_\_\_\_

May We Contact Your Present Employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

Wage or Salary Required: \_\_\_\_\_

Date Available: \_\_\_\_\_

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If any of your educational or employment records are under other than the above name, please provide other names.

\_\_\_\_\_  
\_\_\_\_\_

## Authorization and Consent for Release of Personal and Employment Information

I, \_\_\_\_\_ consent and authorize the City of Minco and its authorized agents, to conduct a pre-employment background search on me. You are hereby authorized and requested to reveal and discuss with the City of Minco, or it's authorized representatives, any and all information you have concerning my employment history, credit history, criminal history, academic history, medical condition, driving record, personal habits, general demeanor, or any other information deemed pertinent to my background.

I further understand that an investigative consumer report concerning me may include information about my character, general reputation, personal characteristics, and mode of living. Under Federal Trade Commission, Fair Credit Reporting Act, and Federal and State Law, I am entitled to receive a free copy of any consumer report containing public information obtained directly by the employer, or all of the information obtained by the investigative reporting agency within three days of the time the report is released to the employer, along with a copy of "Your Rights Under the Fair Credit Reporting Act". State and Federal laws also require the employer to give me notice, if adverse action is taken based upon the contents either wholly or partly because of information contained in an investigative consumer report, along with a copy of the investigative report. I understand I have the right to dispute directly with the consumer-reporting agency any findings within any consumer/investigative report, if the dispute is made in writing by me within 60 days of the date of the adverse action.

I understand that the information you may release is personal and confidential so, I release you, the persons, individuals, companies, corporations and entities, as well as the City of Minco from any liability for obtaining and providing any and all such information for the purpose of preparing this personal and/or employment background evaluation only.

I hereby waive any and all claims for damage or injury as a result of obtaining and providing this information to the City of Minco. I further agree to indemnify and hold harmless the City of Minco and the individual and companies releasing this information for any and all claims, costs, damages, or injury, which may occur as a result of obtaining and providing such personal and confidential information. This authorization is to remain in effect during my entire employment if selected for employment.

I have read the foregoing and agree to be bound by the terms of this authorization and release.

### PLEASE PRINT CLEARLY

Full Legal Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth (For Identification Purposes Only): \_\_\_\_\_

Drivers License/Identification Number and State: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address (Past Seven Years): \_\_\_\_\_

Previous Address (Past Seven Years): \_\_\_\_\_

Previous Address (Past Seven Years): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I have read this Authorization and Consent for Release of information and fully understand the terms of this release.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Additional Information to be Included with Application

1. Copy of all diplomas- (High School & College- Transcript if you have not graduated showing amount of college credit hours)
2. Copy of Drivers License
3. Copy of Social Security Card
4. Copy of Certification Card if CLEET Certified
5. Copies of any additional information that you feel we may need in order to consider you for employment.