

PEACE OFFICER EMPLOYMENT APPLICATION (2017)
CITY OF ELKADER 207 N. MAIN STREET, ELKADER IA 52043 (563) 245-2098

Candidates must submit this employment application to be considered for this position. This can be sent to the City Clerk via USPS mail service to PO Box 427, Elkader IA 52043 or sent electronically to elkaderadmin@alpinecom.net. Materials must be received by **Wednesday, April 5, 2017 by 4:30 pm.**

NAME: First: _____ Middle: _____
Last: _____

Current Address: _____ City: _____
State: _____ Zip: _____

Social Security #: _____ Driver's License #: _____ State: _____

Phone : Cell: _____ Home: _____ (where do you prefer to be contacted?) _____

Email: _____

Are you a U.S. Citizen, or do you have a Visa permitting you to work in the U.S.? **Yes** _____ **No** _____

(Documentation of authorization to work in the U.S. will be required if an offer of employment is made/accepted.)

Section 400.17 of the Iowa Code states that the maximum age for a peace officer is 65 years of age. Are you at least 18 years of age and under the age of 65? **Yes:** _____ **No:** _____

Section 400.17 of the Iowa Code states that a person shall not be appointed if the person has attempted a deception or fraud in connection with a civil service examination. Do you attest that in regard to these requirements that you could be appointed? **Yes:** _____ **No:** _____ If you answered no, please do not submit an application.

The City prefers a peace officer to have a primary residence that is either within the city limits or located where you can respond to an emergency within 10 minutes time of normal driving conditions. If you are hired, do you agree to comply with this requirement within 90 days? **Yes:** _____ **No:** _____

Are you a certified peace officer in the State of Iowa? **Yes:** _____ **No:** _____ Are you a certified officer in another state? **Yes:** _____ **No:** _____ If yes, in what state? _____

Has your ability to serve as a peace officer in the State of Iowa ever been suspended? **Yes:**____ **No:**____ If yes, please explain the circumstances on a separate, attached sheet.

Have you applied for a position with the City of Elkader before? **Yes:**____ **No:**____ If yes, please describe the position previously applied for.

Do you have any relatives employed here (including City Council)? **Yes:**____ **No:**____

Name_____

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? **Yes:**____ **No:**____ If yes, provide all other name(s):

After a conditional job offer has been made, the successful candidate will be required to pass the state mandated physical agility test, POST test, drug test, psychological test, physical examination, and a thorough background check. Are you aware of these requirements and are you willing to comply with it? **Yes:**____ **No:**____

EDUCATION & TRAINING

Education

Name & Location of High School

Are you a high school graduate? **Yes:**____ **No:**____ _____

If no, do you have a GED? **Yes:**____ **No:**____ Name/Location where GED Obtained

| Name & Location of College or University Attended | Type of Degree e.g., BA | Year Degree Received | Major |
|---|-------------------------|----------------------|-------|
| | | | |
| | | | |

| Other Schools or Training (trade, armed forces, business, etc.) | Date of Attendance or Training | Subjects Studied | Type of Certificate Received | Year Certificate Awarded |
|---|--------------------------------|------------------|------------------------------|--------------------------|
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Do you have relevant experience serving in the armed forces? **Yes:**____ **No:**____ If yes, please state:

1. Branch of service: _____.

2. Dates of Service: _____ to _____.

3. Relevant Experience:

Fully describe any other special qualifications and skills possessed (i.e. licenses, certifications, computer software, public speaking, etc.). Explain how these were acquired and the extent of the experience. Attach additional sheets if necessary.

List any awards received and memberships in professional organizations. _____

EMPLOYMENT HISTORY: Begin with your present or most recent employment. Explain any gaps in employment. Attach additional sheets if necessary.

Employer's
Name: _____ From: _____
To: _____

Address: _____ Hours Worked
Per Week: _____

Phone Number: _____ Supervisor's name:

Supervisors' email: _____ May we contact the supervisor?

Start Salary: _____ End Salary: _____ Title of
Position: _____

Reason for Leaving: _____

Describe your Duties and Accomplishments: _____

Employer's Name: _____ From: _____
To: _____

Address: _____ Hours Worked
Per Week: _____

Phone Number: _____ Supervisor's name:

Supervisors' email: _____ May we contact the supervisor?

Start Salary: _____ End Salary: _____ Title of
Position: _____

Reason for Leaving: _____

Describe your Duties and Accomplishments: _____

Employer's
Name: _____ From: _____
To: _____

Address: _____ Hours Worked
Per Week: _____

Phone Number: _____ Supervisor's name:

Supervisors' email: _____ May we contact the supervisor?

Start Salary: _____ End Salary: _____ Title of
Position: _____

Reason for
Leaving: _____

Describe your Duties and
Accomplishments: _____

GENERAL BACKGROUND

A. Have you ever been convicted of an offense against the law or are you now under charges for any offenses against the law? You may omit: (1) traffic violations for which you paid less than \$75 in fines and (2) any other offense committed before your 21st birthday which was finally judged in juvenile court. If yes, provide details in the space provided below. Note: A conviction does not automatically exclude you from consideration for employment. **Yes:** _____ **No:** _____

Please provide details of each offense, and include all military offenses:

| Court/ Jurisdiction | Type of Offense | Status | Conviction or Acquittal | Date Resolved, if applicable. |
|---------------------|-----------------|--------|-------------------------|-------------------------------|
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B. Personal History:

1. Do you know of any reason you could not pass a background check? **Yes:**___ **No:**___.
2. Have you ever been fired or asked to resign from a job? **Yes:**___ **No:**___.
3. Have you ever received disciplinary action from an employer? **Yes:**___ **No:**___.
4. Have you ever stolen from an employer? **Yes:**___ **No:**___.
5. Have you ever committed a crime for which you were not arrested? **Yes:**___ **No:**___.
6. Have you ever assisted someone in committing a crime? **Yes:**___ **No:**___.
7. Have you ever falsified a police report? **Yes:**___ **No:**___.
8. Has any court ever refused accept your independent testimony, due to perjury or other misconduct? **Yes:**___ **No:**___.
9. Has any drivers license issued to you ever been suspended or revoked? **Yes:**___ **No:**___.
11. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? **Yes:**___ **No:**___.

If you answered yes to any of the questions listed above, please write a brief explanation for your answer below, or on a separate sheet if necessary. List the question by number. If you are interviewed, you will be asked about any “yes” answers. Any “yes” answers will be closely examined during a background check. A “yes” answer does not automatically eliminate you from consideration for employment. Your omission of these facts will automatically eliminate you from consideration.

ANSWERS:

FINANCIAL STATUS:

List all creditors or persons to whom you are financially obligated. If additional space is needed, please list on a separate sheet.

| Name of Person/ Creditor | Address of Person or Creditor | Nature of Obligation | Balance Owed | Monthly Payment |
|-----------------------------|----------------------------------|-------------------------|--------------|--------------------|
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Have you ever filed for bankruptcy? Yes: _____ No: _____. If yes, please give dates and circumstances.

RESIDENCES

Please list all residences where you have lived in the last five years. Begin with your present address and work backwards.

| Address | City | State | Zip Code | Dates |
|---------|------|-------|----------|-------|
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REFERENCES: List at least three persons who are not related to you and who have knowledge of your qualifications for the position you are applying for. Do not repeat the names of supervisors listed under employment history.

| Name: | Relationship: | Telephone Number: |
|-------|---------------|-------------------|
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SIGNATURE REQUIRED/AGREEMENT and RELEASE

- To the best of my knowledge, the information herein is true and complete.
- I have read the Job Announcement and I can perform the essential functions of the Peace Officer, with or without reasonable accommodations.
- I hereby authorize the City of Elkader to investigate all the statements in this application and to secure any additional information from all employers, references, and academic institutions.
- I hereby release all those employers, references, academic institutions and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.
- I understand that if I receive a Conditional Offer of Employment, the City of Elkader will complete a thorough background check to include past employment, schools, references, driving record, and criminal convictions.
- I also understand that I will be tested for the presence of drugs as part of the pre-employment screening.
- No promises of any form or nature regarding employment have been made to me, and no guarantee of any length of employment is, nor shall be, binding on this employer, unless an agreement to the contrary has been written and signed by the City.
- I understand that providing false information on this application is grounds for disqualification and/or dismissal.

Failure to sign and date this application will disqualify you from further consideration for employment for this position.

Applicant Signature: _____ Date

Signed: _____

The City of Elkader is an equal opportunity provider and employer.

Applicants are considered for employment without regard to race, creed, color, religion, gender, national origin, disability, age, familiar status, political affliction, citizenship, gender identity or sexual orientation or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. The City of Elkader will comply with any legal obligation to provide reasonable accommodations to qualified individuals with disabilities.

Submit this application and a letter of interest/cover letter to:

City of Elkader

PO Box 427

Elkader IA 52043

or elkaderadmin@alpinecom.net

by **Wednesday, April 5, 2017 by 4:30**