



Desloge Police Department

Application for Employment

Thank you for your interest in employment with the Desloge Police Department.

Attached you will find an application for completion. Please ensure **all** questions are answered, those questions that do not apply to the position you are seeking should be marked N/A (non-applicable). **On page 3 you will find an area where your signature needs to be notarized. This should be done before you turn in your application. Also, listed on page 15 are documents in which copies need to be attached to your application. Applications that are mailed in and are not notarized or have proper attachments will be returned for completion.**

APPLICATIONS WILL NOT BE PROCESSED OR REVIEWED WITHOUT FULL COMPLETION OF THE APPLICATION AND/OR REQUESTED DOCUMENT COPIES. All applicants must possess a high school diploma or equivalent and be at least 21 years of age.

Beginning wages are as follows:

| | |
|--------------------|--|
| Entry Level - | \$20.00 per hour |
| After 6 months - | \$21.20 per hour |
| Lateral Transfer - | Credit for 1/2 of Full-time experience |

All employees receive benefits to include health insurance, dental insurance (dependents for health and dental may be added at employee's expense if desired), life insurance, retirement plans, plus vacation, sick and holiday benefits.

Upon completion of your application, you will be notified when testing dates are scheduled and when to come in and start the testing process. Further instructions will be given at that time concerning the next step in the application process. Depending on what position you are seeking, the hiring process **may** include written testing, background investigations, medical physicals, drug testing, psychological examination, physical agility testing, voice analysis testing and oral interviews. The hiring process is contingent upon available vacancies.

Applications will remain on file for a period of one year. Updates to your application may be made at any time.

We, at the Desloge Police Department once again would like to thank you for your interest in employment with our agency. We look forward to seeing you in the future as the application process takes place.

Good Luck,

James Bullock
Chief of Police
Desloge Police Department

-AN EQUAL OPPORTUNITY EMPLOYER-



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To Whom It May Concern:

I am an applicant for a position with the Desloge Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is the public's interest that all relevant information concerning my personal and employment history be disclosed to the above Department.

I hereby authorize any representative of the Desloge Police Department bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself by and to any duly authorized agent of the Desloge Police Department, whether said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent data for the Desloge Police Department to consider in determining my suitability for employment in that Department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigative files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Desloge Police Department regardless of any agreement I have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Desloge Police Department acceptance and processing of my application for employment, I agree to hold the Desloge Police Department, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Desloge Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the



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understanding that information furnished will be used by the Desloge Police Department in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid, as an original thereof, even though said photocopy or fax does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges for fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

Name

Address

City, State, Zip

Phone Number (with area code)

Signature

Subscribed and sworn before me this _____ day of _____, 20 ____.

(Seal)

Notary Public



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PERSONAL DATA

(This application must be typed or hand printed)

Date of
Application: _____

Position
Seeking: _____

Name _____ JR/SR _____
First Middle Last Maiden

Date of Birth ____/____/____
Month Day Year Place of Birth _____

Social Security Number _____ Height _____ Weight _____

Build _____ Nationality _____

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

Sex: ☐ F ☐ M (To be used for background check only)

Do you have the legal right to live and work in the United States?* ☐ Yes ☐ No

**Your employment may be subject to verification of the United States citizenship of visa permitting applicant to live and work in the United States of America.*

List any names that you have used other than that printed above

Name Of Spouse _____
First Middle Last Maiden

Home
Telephone _____

Work
Telephone _____

Are you a registered voter? ☐ Yes ☐ No If yes, where? _____

Do you have a valid driver's license? ☐ Yes ☐ No If yes, what state? _____

Are you able to obtain a valid Missouri Driver's License? ☐ Yes ☐ No

List all of your children and dependents including stepchildren and adopted children.

| Full Name | Date of Birth | Birthplace | Residence Address |
|-----------|---------------|------------|-------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |



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(Use additional sheets if necessary)

Starting with your present address, list all addresses where you have lived for the past ten years, including military post(s)

| From: | To: | Address | City/Zip | County | State |
|-------|-------|---------|----------|--------|-------|
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Do you have any skills that would aid you as a police officer?

Can you perform shift work and work odd hours? ☐ YES ☐ NO



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How does your spouse feel about your being in law enforcement?

How do your parents feel about your being in law enforcement?

Check the block indicating your education level:

☐ GED Certificate ☐ High School Diploma ☐ Associates Degree ☐ Bachelor's Degree
☐ Master's Degree ☐ Doctoral Degree ☐ Technical or Vocational School ☐ Other: Explain

List all schools you have attended:

| From | To | School Name | Address & Zip | Type of Diploma |
|------|----|-------------|---------------|-----------------|
|------|----|-------------|---------------|-----------------|

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|--|--|--|--|--|
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| | | | | |

What was the major emphasis of study in schools attended?

Have you ever been dropped from the rolls, expelled, or suspended or asked to leave any school for any reasons? ☐ Yes ☐ No If yes, explain below:



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List your employment history below. This includes time spent in the military and school, beginning with the most recent:

1. Employer _____

Address/Zip _____

Telephone Number _____ Supervisor's Name _____

Title or Job Description _____

Dates of Employment _____ Starting Salary _____ Ending Salary _____
From To

Reason for Leaving _____

2. Employer _____

Address/Zip _____

Telephone Number _____ Supervisor's Name _____

Title or Job Description _____

Dates of Employment _____ Starting Salary _____ Ending Salary _____
From To

Reason for Leaving _____

3. Employer _____

Address/Zip _____

Telephone Number _____ Supervisor's Name _____

Title or Job Description _____

Dates of Employment _____ Starting Salary _____ Ending Salary _____
From To



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Reason for Leaving _____

4. Employer _____

Address/Zip _____

Telephone Number _____ Supervisor's Name _____

Title or Job Description _____

Dates of Employment _____ Starting Salary _____ Ending Salary _____
From To

Reason for Leaving _____

5. Employer _____

Address/Zip _____

Telephone Number _____ Supervisor's Name _____

Title or Job Description _____

Dates of Employment _____ Starting Salary _____ Ending Salary _____
From To

Reason for Leaving _____

6. Employer _____

Address/Zip _____

Telephone Number _____ Supervisor's Name _____

Title or Job Description _____

Dates of Employment _____ Starting Salary _____ Ending Salary _____
From To

Reason for Leaving _____



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MILITARY SERVICE

1. Are you registered with the Selective Service? ☐ YES ☐ NO
2. Present Draft Classification: _____
3. Have you served in the Armed Forces? ☐ YES ☐ NO
4. Type of Discharge* _____

**A Dishonorable or Less-Than-Honorable Discharge is not an absolute bar to employment. Other factors will affect a final decision to hire or not hire.*

Describe your military service:

| Dates | Branch | Discharge Date | Discharge Type | Rank |
|-------|--------|----------------|----------------|------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5. Have you ever been denied entry into any military organization? ☐ YES ☐ NO If yes, state reason: _____

6. Were you ever court martialed, disciplined, tried on charges, taken to summary court, deck court, Captain's Mast, company punishment or subject to any other type of disciplinary action while in the military? ☐ Yes ☐ No If yes, describe _____

7. Have you ever served in any foreign military organizations? ☐ Yes ☐ No If yes, describe _

8. List your duty stations in the military:

| From | To | Location |
|------|----|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

9. What was your military occupations/training?



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10. List your military schools and training:

11. List your awards and medals:

12. List all military serial numbers:

ARREST/CONVICTIONS

Have you ever plead guilty to or been found guilty of any felony, misdemeanor, and/or ordinance violations? ☐ Yes ☐ No

Violation

Date

Disposition

From Where

-
-
-
- Include all traffic violations that you have pled guilty to.

REFERENCES

Beginning with your spouse, list the full names of the members of your immediate family.

Name

Relationship

Address/Zip



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List five character references (not relatives or in-laws) who are responsible adults and have known you for at least five years.

1. Name _____ Phone # _____ Work # _____
Mailing address _____ Zip _____
Years Acquainted _____ Occupation _____
2. Name _____ Phone # _____ Work # _____
Mailing address _____ Zip _____
Years Acquainted _____ Occupation _____
3. Name _____ Phone # _____ Work # _____
Mailing address _____ Zip _____
Years Acquainted _____ Occupation _____
4. Name _____ Phone # _____ Work # _____
Mailing address _____ Zip _____
Years Acquainted _____ Occupation _____
5. Name _____ Phone # _____ Work # _____
Mailing address _____ Zip _____
Years Acquainted _____ Occupation _____

Have you ever been employed by the City of Desloge? ☐ Yes ☐ No If yes, please explain including dates:



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Do you have any relatives employed by the City of Desloge? ☐ Yes ☐ No If yes, please explain:

Have you ever been tested or considered for employment by the City of Desloge? ☐ Yes ☐ No
If yes, please explain, including dates:

POLICE TRAINING AND EXPERIENCE

Are you a graduate of a bona fide police academy? ☐ Yes ☐ No

Name of academy _____

Address of academy _____

Dates Attended _____ to _____ # Of Training Hours _____

List other law enforcement training and seminars, including dates and locations. Attach additional sheets if necessary.

Have you ever worked as a police officer, police reserve officer, dispatcher, or in any other capacity related to law enforcement? ☐ Yes ☐ No

If yes, explain your positions and assignment, including dates and locations. Attach additional sheets if necessary.



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Were you ever disciplined as a police officer or law enforcement employee. ☐ Yes ☐ No If yes, explain, including nature of alleged offense and disposition (reprimand, suspension, etc.). Attach additional sheets if necessary.

List any awards and commendations you have received:

Have you applied for a position in law enforcement prior to this? ☐ Yes ☐ No

Date

Agency

Disposition



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List all automobiles you own:

| Make | Model | Year | License | VIN |
|------|-------|------|---------|-----|
|------|-------|------|---------|-----|

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Provide the name of your automobile insurer(s):

| Company | Address | Agent |
|---------|---------|-------|
|---------|---------|-------|

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| | | |

Have you ever been denied automobile insurance or had insurance cancelled? ☐ Yes ☐ No

Are you now, or have you ever been a member of the Communist Party, American Nazi Party, Ku Lux Klan, students for a democratic society, Black Panther Party, Minutemen, or any similar organization? ☐ Yes ☐ No If yes, list the organization, the dates you belonged and your participation on an attached sheet(s).

Are you now, or have you been a member of any foreign or domestic organization, association, movement or group, or combination of persons, which is totalitarian, fascist, communists, subversive, or which has adopted or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons of their rights under the Constitution of the United States or the State of Missouri, or which seeks to alter the form of government of the United States, of the State of Missouri, by any unlawful or unconstitutional means? ☐ Yes ☐ No If yes, explain on an attached sheet(s).



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REQUIREMENTS

This application WILL NOT be processed or reviewed without the following documents attached:

1. Birth Certificate
2. Copies of all training certificates and degrees declared
3. Copy of high school diploma or equivalency
4. Copy of valid Missouri or other drivers license
5. Military Form DD214 (If applicable)

Please use the front and back of this page to further explain all answers you did not have room for in this application. Please note the question in your response.