

Oakwood Police Department

Application for Employment

The City of Oakwood is an Equal Opportunity Employer.

The City of Oakwood Police Department considers each applicant for all positions without regard to race, color, creed, gender, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status.

(Please print or type your responses)

Position(s) applying for: _____

Date of Application: _____

APPLICANT INFORMATION:

Last: _____ First: _____ Middle: _____

Home Address (Number and Street)	City	State	Zip
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Phone: _____ Email: _____ Social Security #: _____

Best time to call: _____

Have you ever filed an application with us before?	_____ Yes	_____ No
Have you been previously employed by the City of Oakwood?	_____ Yes	_____ No
Are you currently employed?	_____ Yes	_____ No
Have you ever been fired from a job?	_____ Yes	_____ No
Are you a legal citizen, lawfully able to work in this country?	_____ Yes	_____ No
Are you able to work full-time?	_____ Yes	_____ No
Are you available for shift work?	_____ Yes	_____ No
Are you a convicted felon?	_____ Yes	_____ No
May we contact your employer?	_____ Yes	_____ No

If "No," explain: _____

Date you are available to start employment: _____

EDUCATION:

Employment with the Oakwood Police Department requires graduation from High School or the completion of a GED program.

High School Name: _____ City/State: _____

Diploma Received? _____ Yes _____ No

GED Received From: _____ City/State: _____

Certificate Received? _____ Yes _____ No

College/University: _____ City State: _____

Degree: _____

College/University: _____ City State: _____

Degree: _____

Other:

Please provide any foreign language skills you have:

Indicate any specialized training, skills, or experience that you may have which will benefit you in the position(s) applied for:

EMPLOYMENT EXPERIENCE:

Beginning with your present or most current job, provide the requested information for all full-time employment (including military service) you have held. If this is potentially your first full-time job, provide all other employment over the last 10 years. Attach additional sheets if needed.

Employer name: _____
Address: _____ Phone #: _____
Supervisor: _____ Employed From _____ to _____
Reason for Leaving: _____ Salary: _____

Employer name: _____
Address: _____ Phone #: _____
Supervisor: _____ Employed From _____ to _____
Reason for Leaving: _____ Salary: _____

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Address: _____ Phone #: _____
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Reason for Leaving: _____ Salary: _____

Employer name: _____
Address: _____ Phone #: _____
Supervisor: _____ Employed From _____ to _____
Reason for Leaving: _____ Salary: _____

Have you been informed of the job description(s) and the requirements of the job(s) for which you are applying? _____ Yes _____ No

If you are aware of the job requirements, are you capable of performing the expected duties and requirements in a reasonable and appropriate manner? _____ Yes _____ No

REFERENCES:

All references will be checked and verified. You may provide 3 personal references and 3 professional references.

Personal References:

1. Name: _____
Address: _____
Phone: _____

2. Name: _____
Address: _____
Phone: _____

3. Name: _____
Address: _____
Phone: _____

Professional References:

1. Name: _____
Address: _____
Phone: _____

2. Name: _____
Address: _____
Phone: _____

3. Name: _____
Address: _____
Phone: _____

Comments: _____

SOCIAL MEDIA ACTIVITY:

Potential employees should be aware that their conduct on social media sites, on or off duty, may impact their employment with the City of Oakwood. As a prospective employee, complete the following:

Yes No I am willing to provide viewing access to the Oakwood Police Department for my social media accounts as part of my pre-employment background screening.

Yes No If a review of my social media presence produces any objectionable content, I will be required to answer questions relating to these issues and may be required to remove or modify content that I have made or been involved with.

Yes No If I am hired, I may be required at any time to provide my social media involvement to the department if a complaint is being investigated; refusal to do so, or efforts to be deceptive in this regard may result in discipline.

Yes No As a potential employee of the Oakwood Police Department, I cannot participate in personal social media activity while on-duty.

Yes No Even while I am off-duty, I understand that I cannot create any social media, website or blog entry that includes any badge, patch, logo, or vehicle belonging to the Oakwood Police Department.

Yes No Social media participation that depicts me or other Oakwood Police Department employees in their uniforms or vehicles is not permitted either on or off duty.

Yes No Digital, electronic, print or fax media that is collected in the course of my duties as a Police Officer may not be shared on social media, web pages or blog posts, even if I collected them using my personal electronic device.

Yes No Departmental emails, memos, directives, orders, or policies may not be shared outside of the department in any form without the permission of the Chief of Police.

Yes No Providing confidential information or otherwise prohibited media to others in order that they may share it on social media, web pages, blog sites, or in any other form is also prohibited and may result in my discipline if it is indicated that I was involved.

PROHIBITED ASSOCIATIONS

Employees of the Oakwood Police Department are engaged in the law enforcement profession and are expected to maintain their friendships and associations only with people who are not engaged in criminal activity. By placing a check mark next to the following comments, you

agree that you will abide by the conduct requirements relating to you in your associations with groups and people.

I do not and will not associate with any group that advocates or actively participates in:

_____ efforts to overthrow the government or any element of the government.

_____ efforts to discriminate against any person or group in any way that is protected under the U. S. Constitution.

_____ social disorder, terror tactics, riotous behavior, aggressive and hostile activity that threatens others, or that advocates the advancement of one group at the cost and mistreatment of another.

Further, I understand that:

_____ Comments that I make in public or on social media will not be supportive of organizations that advocate violence, discriminatory conduct, social activism, opposition to governmental authority, or other similar actions or beliefs that can negatively reflect on the department or the law enforcement profession.

_____ As an employee of the Oakwood Police Department, I understand that I am required to protect the rights of all people and that I must treat all people with fundamental respect, dignity, and courtesy. Discrimination by any employee may result in disciplinary action including termination from employment.

_____ As an employee of the Oakwood Police Department, if I am required use any level of physical force in the performance of my duties, that force will be sufficient only to gain control of the situation and to protect my life or the lives of others. I will stop using force immediately once the situation is under control, and I will never use force as retaliation or punishment for another person's actions.

In my associations with individuals, I will ensure that:

_____ Other than family members, I will not maintain close relations with known felons, drug users/dealers, wanted persons, or those that are profiting from criminal misconduct.

_____ I will report any criminal activity that I am made aware of to the proper authorities.

_____ Adults (not my spouse) residing in my home that begin engaging in criminal activity will be required to move out of my residence.

_____ I understand that the continuing criminal misconduct of my spouse may result in the termination of my employment from the City of Oakwood.

_____ Confidential information that I receive as part of my employment will not be shared outside of the department. Any information that I share that jeopardizes the investigation of a case, or the physical well-being of other officers or people will result in my discipline and/or termination from employment. Additionally, I recognize that in certain situations, conduct of this nature may result in criminal charges against me.

MILITARY SERVICE

If you have not served in the US Military, to include the National Guard or the Reserves, you do not have to fill out this section. If you have been a member of the US Military, please complete the following:

Dates of Service: From: _____

To: _____

Branch of service: _____

Did you receive an honorable discharge upon your EAS? _____ Yes _____ No

NOTE: A copy of the applicant's DD-214 long form is required for all prior military service members.

NOTIFICATION TO APPLICANT:

In support of this application and the requirements for employment with the Oakwood Police Department, the following checklist is provided to assist you in making sure that you attach copies of documents that we require for employment. Place a check mark next to each document as you attach the copy of that document with this application.

Required Documents:

- _____ Driver's License
- _____ Birth Certificate
- _____ High School Diploma or GED Certificate
- _____ Military DD-214 long form
- _____ POST Certificate as a Law Enforcement Officer
- _____ Citizenship/Authorization to Work form, if applicable

APPLICANT’S STATEMENT:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time should inquire as to whether applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the Oakwood Police Department is of an “at will” nature, which means that the employment may conclude at any time and the Employer may discharge the Employee with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by any conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Oakwood.

If I am employed by the City of Oakwood, I understand that false or misleading information given in my application or interview(s) will result in my discharge from employment. I further understand that I am required to abide by all rules and regulations of the City of Oakwood and the Oakwood Police Department.

Applicant’s Signature

Date

CONSENT FOR EMPLOYMENT BACKGROUND CHECK

As an applicant for employment, I hereby authorize the Oakwood Police Department to request and receive any criminal history records information, driver's history records information, previous employment records and information, personnel files of employment (previous or current), disciplinary files from current or past employers, or any other pertinent information relating to me which may be in the files of any Federal, State or Local Criminal Justice Agency or private employer to be used for the purposes of my background investigation and any subsequent hiring decision.

Candidate's Name: _____
Last, First, Middle

Home Street Address, MAY NOT be Post Office Box.

City State Zip Code

Driver's License Number: _____ State of Issue: _____

Expiration Date of License: _____

In addition to your current state of residence, list all other states where you have lived. If none, write "None" in this space.

Place of Birth: _____ Date of Birth: _____
City, County, State Month/Day/Year

Citizenship: _____ Social Security #: _____

Height: _____ Feet _____ Inches Weight: _____ Lbs. Sex: _____

Race: _____ Hair Color: _____ Eye Color: _____

Applicant's Signature Date

Notary Signature Date