

# PONDERAY POLICE DEPARTMENT

## EMPLOYMENT APPLICATION

INSTRUCTIONS FOR COMPLETING APPLICATION	
*	Read thoroughly and carefully type (or print legibly in ink) the information asked. You <b>MUST</b> answer every single inquiry.
*	If an item does not apply to you, enter "NA" (Not Applicable), do not leave blank. If you cannot remember or obtain with <i>reasonable diligence</i> , please indicate so in your response. If you need additional space for any question, attach sheet(s) at the end of this packet in the same format and indicate which section/number your answer corresponds with.
*	We will not accept "See Resume". Resumes may be used to supplement an application, but will not be accepted in lieu of completing the application. Applications that are incomplete will not be accepted or considered.
*	Keep a copy of your application and supplemental material, they will not be returned.
*	The City of Ponderay and the Ponderay Police Department is an Equal Opportunity Employer. If you require reasonable accommodation to complete the employment application process, please advise a representative of the department.
*	Once completed fully to your satisfaction, submit applications via: Mail to: <b>PO Box 500, Ponderay, Idaho, 83852</b> E-mail to: <b>Bdunlap@Ponderaypd.org</b> In person to: <b>476770 Highway 95, Ponderay, Idaho, 83852</b>

DISQUALIFIERS
<p>The Ponderay Police Department has a high standard of character and conduct expected of our employees and potential applicants. Several qualifying actions/behaviors are considered automatic disqualifiers from consideration, and several more are considered potential disqualifying actions/behaviors that will be considered on a case by case basis.</p> <p style="text-align: center;"><b>A COMPLETE LIST OF DISQUALIFIERS CAN BE FOUND ON PAGE 9 OF APPLICATION PACKET</b></p>

PERSONAL INFORMATION			
<b>Name</b>		<b>Other Names Used</b>	
<b>Date of Birth</b>		<b>Driver's License #</b>	
<b>Address</b>		<b>Driver's License State</b>	
		<b>Phone Number</b>	
<b>Mailing Address</b> <small>(If Different)</small>		<small>Secondary #</small>	
		<b>Email Address</b>	

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POSITION APPLYING FOR									
Job Title									
Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Reserve	<input type="checkbox"/>	Available Start Date			
Can You Perform Shift Work? <small>(Nights, Weekends, and/or Holidays)</small>						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
May We Contact Your Current Employer?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do You Have a Valid Driver's License?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Can You Travel If The Job Requires It?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are You Legally Eligible to Work in the United States?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(Federal Law requires proof of identity and employment authorization for all new employees).									

EDUCATION AND TRAINING						
* Application must have graduated from an accredited high school or possess a GED*						
School	Name	Location <small>(State Only)</small>	Dates		Graduated?	Degree/Major
High School			From	To		
High School						
College						
College						
Other						
Other						
POST						
POST						

MILITARY						
Are you a veteran of family member who qualifies for and are claiming preference pursuant to Idaho Code 65-503 or its successor?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you previously claimed such preference?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If YES, fill out Page 7 of this application and attach proper documentation).</i>						

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## EMPLOYMENT APPLICATION

EMPLOYMENT HISTORY			
Please start with the most recent, ending with age 18, excluding part-time positions held while obtaining higher education. <i>Use additional paper if needed.</i>			
<b>Employer</b>		<b>Start and End Dates</b>	
<b>Address</b>		<b>Phone Number</b>	
<b>Supervisor Name</b>		<b>Supervisor Contact Info</b>	
<b>Held Position</b>		<b>Final Rate of Pay</b>	
<b>Primary Duties</b>			
<b>Reason For Leaving</b>			
<b>Employer</b>		<b>Start and End Dates</b>	
<b>Address</b>		<b>Phone Number</b>	
<b>Supervisor Name</b>		<b>Supervisor Contact Info</b>	
<b>Held Position</b>		<b>Final Rate of Pay</b>	
<b>Primary Duties</b>			
<b>Reason For Leaving</b>			

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<b>Supervisor Name</b>		<b>Supervisor Contact Info</b>	
<b>Held Position</b>		<b>Final Rate of Pay</b>	
<b>Primary Duties</b>			
<b>Reason For Leaving</b>			
<b>Employer</b>		<b>Start and End Dates</b>	
<b>Address</b>		<b>Phone Number</b>	
<b>Supervisor Name</b>		<b>Supervisor Contact Info</b>	
<b>Held Position</b>		<b>Final Rate of Pay</b>	
<b>Primary Duties</b>			
<b>Reason For Leaving</b>			

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## EMPLOYMENT APPLICATION

PERSONAL REFERENCES					
Name		Phone Number		Secondary Phone	
Address				Email Address	
Connection to You		Years Known		Occupation	
Name		Phone Number		Secondary Phone	
Address				Email Address	
Connection to You		Years Known		Occupation	
Name		Phone Number		Secondary Phone	
Address				Email Address	
Connection to You		Years Known		Occupation	

OTHER					
Have You Ever Been <i>Charged</i> With a Crime ( <i>Excluding</i> minor traffic infractions)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If YES, When and Where?					
Please Explain the Incident(s)					
Are you related by blood or marriage to any person now employed by the City of Ponderay?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If YES, please give name and relationship to you.					

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## EMPLOYMENT APPLICATION

### CERTIFICATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose any untruthful or misleading answers, my application may be rejected, my name removed from hiring consideration, or my employment may be terminated.

I understand and agree that, if hired, my employment is for no definite period and either the City of Ponderay or I may terminate our relationship at any time, and that this employment application does not constitute an employment contract.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Ponderay Police Department and the City of Ponderay to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender or age (unless a bona fide job requirement) or the presence of any disability.

Reasonable accommodations will be made for disabled persons.

# PONDERAY POLICE DEPARTMENT

## EMPLOYMENT APPLICATION

### VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here \_\_\_\_\_ and proceed to next page.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veterans preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5; And U.S.C. §2108 )

**The term "active duty" means full time duty in the Armed Forces, but NOT active duty for training.**

#### PART 1 . Preference Eligible Veterans:

<input type="checkbox"/>	I served on active duty at any time from 12-07-41 and ending 07-01-55.
<input type="checkbox"/>	I served on active duty for 180 consecutive days, any part of which occurred after 01-31-55 and before 10-15-76.
<input type="checkbox"/>	I served on active duty at any time from 08-02-90 and ending 01-02-92.
<input type="checkbox"/>	I served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning on 09-11-01 and ending when prescribed by Presidential Proclamation or by law as the last day of Operation Iraqi Freedom.
<input type="checkbox"/>	I have been awarded an Armed Forces Expeditionary Medal (AFEM). All EFEM recipients, whether listed here or not, qualify for veteran's preference and must be shown on your DD-214 form. <p style="text-align: center;"><b>(Award of the National Defense Service medal does NOT qualify.)</b></p>
<input type="checkbox"/>	I have a service-connected disability of 10% or more.
<input type="checkbox"/>	I am the spouse of an eligible disabled veteran, who has a service-connected disability.
<input type="checkbox"/>	I am the widow or widower of an eligible veteran and have remained unmarried.
<input type="checkbox"/>	I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than 180 days and was honorably discharged.

#### PART 2. Documentation & Signature

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with the City of Ponderay.

<input type="checkbox"/>	<b>I have never received veteran's preference by any State of Idaho agency.</b> (If you have received an initial appointment claiming veteran's preference, you are NOT eligible for preference).
<input type="checkbox"/>	<b>I have attached a copy of my DD-214.</b> <i>(Veteran's preference will not be considered without this documentation)</i>

**SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

# PONDERAY POLICE DEPARTMENT

## EMPLOYMENT APPLICATION

### AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

May we contact your present employer?

Yes

No

I, \_\_\_\_\_, an applicant for employment with the Ponderay Police Department, do hereby authorize a review of and full disclosure of all records or information concerning myself to any duly authorized agent of the Ponderay Police Department, whether said records are of a public, private, or confidential nature

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances file by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my eligibility and/or suitability for employment with the Ponderay Police Department. I hereby agree that any person(s) or entities who may furnish such information concerning me shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

**SIGNATURE**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**WITNESS**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

Other names used have previously used or been known by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Phone Number

\_\_\_\_\_

Date of Birth

\_\_\_\_\_



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<p>Please read the following information carefully.            Items in <b>BLACK FONT</b> are <u>AUTOMATIC</u> disqualifiers for employment.            Items in <b>RED FONT</b> are <u>POTENTIAL</u> disqualifiers for employment.            If you have any questions regarding the automatic or potential disqualifiers, contact Chief Cornelius at            (208) 265-4251 or by email at Jcornelius@Ponderaypd.org</p>	
Driving	Criminal Activity
One misdemeanor traffic crime conviction in the last two years. <div style="text-align: center; font-size: small;">(DUI, DWP, Reckless, etc.)</div>	Any Adult felony conviction. Any misdemeanor or felony conviction while employed in a criminal justice capacity.
Two or more misdemeanor traffic crime convictions in the last five years.	A conviction of any crime of a domestic violence. Any crime of deceit or a misdemeanor sex offense within the past five years.
Five or more moving violations within the past two years.	Any Juvenile felony convictions or Adult misdemeanor convictions will be carefully reviewed.
Two or more at-fault accidents in the past two years.	Any reckless or negligent driving conviction will be considered one case-by-case basis.
Financial	
	Failure to pay income tax or child support Unresolved accounts in collections will be careful reviewed
Drug Use	Employment
Use of Marijuana within the past one year.	Two or more terminations, or leaving employment in lieu of termination.
Use of any other illegal controlled substances (excluding Marijuana) within the past three years.	Dismissal, Dishonorable Discharged, Other than Honorable, or Bad Conduct Discharge from the United States Armed Forces.
Any unlawful use of a prescription drug / legally obtainable controlled substance within the past three years.	Providing misleading information; Falsification of the application, personal history statement, or any other forms during the hiring process.
The illegal sale of ANY controlled substance, including Marijuana, within the last three years.	Withdrawn from consideration for any law enforcement, fire, corrections, or dispatch employment because of criminal convictions and/or drug use.
The illegal use of ANY controlled substance while employed in a criminal justice capacity.	Previous decertification, revocation, or denial of CJTC or POST status: Or suspension of current CJTC or POST certified status.
Other drug use and drug exposure, outside of these standards will be considered on a case-by-case basis.	
Integrity	
Dishonesty during any stage of the hiring process.	
CERTIFICATION	
I hereby certify that I have read and understand the above information, and that I am a qualified applicant.	
<b>SIGNATURE</b> _____	<b>Date</b> _____

# PONDERAY POLICE DEPARTMENT

## EMPLOYMENT APPLICATION

### BASIC ILLUSTRATION OF DUTIES

- \* Patrol areas of the City, in a patrol car or on foot, in order to enforce State Code and City Ordinances.
- \* Respond to calls for service, taking appropriate action based on the circumstance.
- \* Conduct preliminary and follow-up investigations of calls for service, disturbances, criminal incidents, hazardous incidents , vehicle accidents, deaths, etc.
- \* Clearly and effectively communicate with suspects, victims, witnesses, and/or offenders to obtain necessary information.
- \* Determine the existence of Probable Cause, taking suspects or offenders into physical custody.
- \* Prepare thorough and accurate reports, documenting the incident and actions taken.
- \* Conduct or assist in the performance of special investigation and crime prevention duties.
- \* Respond to uncertain and/or dangerous situations in the preservation of property and/or life.
- \* Operate a patrol vehicle, and other police equipment safely, while performing daily activities / duties.
- \* Understand and apply departmental policy, state and local law enforcement procedures, and established individual civil rights to all situations.
- \* Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine the proper course of action - which may include the use of physical force.
- \* Prepare cases for criminal prosecution, including ability to testify a court of law.
- \* Conduct public service activities, requests for information, and other general citizen assistance in a timely manner.

*This is only an basic illustration and is not intended to be a comprehensive list of activities, duties, or responsibilities; They may be updated, changed or modified at the direction of the Chief of Police based on departmental need or assignment.*

### CERTIFICATION

I hereby certify that I have read and understand the above information, and I am able to perform these duties.

**SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

# **PONDERAY POLICE DEPARTMENT**

## **EMPLOYMENT APPLICATION**

*(Page intentionally left blank - As needed for additional application space.)*