

Village of Elm Grove Police Department

FILING THE COMPLETED FORMS

Read all instruction for this application carefully. Follow all instructions completely and precisely. Failure to return this application as prescribed by the specific directions could result in rejection of your application packet. The time for you to correct an error or omission must be completed and returned prior to the original deadline. It is your responsibility to meet the time limits as set forth in this process.

Your filing of an application for law enforcement officer implies a serious intent on your part to pursue a career in the field of public safety.

Effective law enforcement demands teamwork, attention to detail and thoroughness, as well as the willingness to prepare for, and respond to, life-threatening situations. Teamwork requires hard work, cooperation, the ability to take orders and follow instructions precisely.

This application is one step toward realizing a public safety career. It is your first impression to the Police & Fire commissioners who are responsible for reviewing your application, test results, conducting interviews and determining the best candidates for their respective communities.

COMPLETING THE APPLICATION FORMS

Answers must be typed or printed legibly in black ink. Answer all questions. If a question is not applicable to you, mark the space "N/A". Applications which are not legible may not be considered further. Read through the entire application before answering questions. Applications improperly or incompletely filled out may not be considered.

Provide all facts in your experience and training which indicate your qualifications for the type of position you are seeking. If the space provided is not sufficient, use a continuation sheet and attach it to each application. Number your answers to correspond with the questions being answered. At this point in the process **DO NOT** include resumes, certificates of training, transcripts or any other documents not directly related to the questions on the application form. All of these documents will be discarded.

Although these documents are important, they are not needed at this stage of the recruitment process.

Applications must be submitted electronically to the email address of: apply@elmgrovewi.org
Any application physically sent by U.S. mail, FedEx, Etc or delivered in person, will be discarded and the applicant will not be considered for the recruitment process.

Applications will NOT be accepted after the passing of the prescribed application deadline of April 30, 2020.

COMPONENTS OF A RECRUITMENT PROCESS

- Successful filing of a complete application.
- Written examination
- Oral interviews
- Integrity interview
- Background investigation
- Police & Fire Commission interview
- Medical examination*
- Drug screening*
- Psychological examination*

NOTE: Not all applicants will be exposed to all of the aforementioned screening component s.

* These are not pre-employment screening tests. These steps occur after a contingent offer of employment is given to the applicant.

QUALIFICATIONS

Applicants must possess an Associate Degree or equivalent college credit standing in Criminal Justice or related field.

Successful completion of a medical examination, including drug screening, is required before appointment is made.

All appointees shall be certified as an Emergency Medical Technician or successfully complete an Emergency Medical Technician course as a condition of employment.

2020 Wage Information:

- \$31.51/Hr. Starting (\$63,697.47)*
- \$36.06/Hr. After 1 year (\$72,895.29)*
- \$38.09/Hr. After 2 years (\$76,998.94)*
- \$39.78/Hr. After 3 years (\$80,415.27)*

*Annual salary calculation 2021.50 annual hours.

A complete competitive benefit package may be obtained upon request.

Village of Elm Grove

April 2020

Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT AS A LAW ENFORCEMENT OFFICER

NOTICE: All information must be typed or printed legibly in black ink. All questions must be answered if applicable. If not, indicate N/A (not applicable). Applications that are incomplete or illegible may not be considered. If space provided is insufficient for complete answers, attach sheets of 8½" x 11" paper and number answers to correspond with questions. **DO NOT** include any other documents with this application.

1. APPLICANT INFORMATION

PRINT FULL NAME	LAST	FIRST	MIDDLE
List all other names you have used (exclude nicknames). If you have used other names during what period and under what circumstances were these names used?		Date of Application	Are you legally authorized to work in the U.S. ? ___ YES ___ NO
Place of birth (City & State)		Did you complete or are you about to complete a basic law enforcement training academy in WI or other State? State: _____ Date of completion: _____	Do you have a valid driver's license? ___ YES ___ NO State of issue: _____
Highest completed education level: <input type="checkbox"/> H.S. diploma/GED <input type="checkbox"/> 60+ college credits/no degree <input type="checkbox"/> 2 year degree <input type="checkbox"/> 4 year degree <input type="checkbox"/> Masters degree			

2. RESIDENCE INFORMATION

Present address	City	State	ZIP
Mailing address (If different from above)	City	State	ZIP
Telephone (Home):	Telephone (Cell):	Email:	

List ALL your residences during the past seven years (include addresses while attending school if away from home and all military addresses (including any off military bases).

From	To	Street Address	City	State	ZIP

3. MILITARY SERVICE

Branch of Service	Month/Year served	Active or Reserve Duty	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service:

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4. EDUCATION

Name of School	Location	Course pursued	Degree/Diploma/Credits
High School			
College			
Graduate school			
Miscellaneous			
Law Enforcement Training Academy		Date Completed:	

Were you ever dismissed from a school because of disciplinary action? ___ YES ___ NO If YES, explain on separate sheet of paper.

5. REFERENCES

➤ Provide three references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults or have a reputable standing in the community.

Name	Yrs. acquainted	Occupation
Address		Telephone
Name	Yrs. acquainted	Occupation
Address		Telephone
Name	Yrs. acquainted	Occupation
Address		Telephone

➤ Provide three social acquaintances in your own age group including both sexes.

Name	Yrs. acquainted	Occupation
Address		Telephone
Name	Yrs. acquainted	Occupation
Address		Telephone
Name	Yrs. acquainted	Occupation
Address		Telephone

6. EMPLOYMENT

List all employment, including summer and part-time employment while attending school. All time must be accounted for. Additional employment information may be provided on paper of the same size as the application.

<u>Current Employer</u>	Dates employed	Position and kind of work	Reason for leaving
Address	Supervisor/contact	_____ Full-time _____ Part-time	
	Telephone	Hours per week _____	
Employer	Dates employed	Position and kind of work	Reason for leaving
Address	Supervisor/contact	_____ Full-time _____ Part-time	
	Telephone	Hours per week _____	
Employer	Dates employed	Position and kind of work	Reason for leaving
Address	Supervisor/contact	_____ Full-time _____ Part-time	
	Telephone	Hours per week _____	
Employer	Dates employed	Position and kind of work	Reason for leaving
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Employer	Dates employed	Position and kind of work	Reason for leaving
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	Telephone	Hours per week _____	
Employer	Dates employed	Position and kind of work	Reason for leaving
Address	Supervisor/contact	_____ Full-time _____ Part-time	
	Telephone	Hours per week _____	
Employer	Dates employed	Position and kind of work	Reason for leaving
Address	Supervisor/contact	_____ Full-time _____ Part-time	
	Telephone	Hours per week _____	

7. COURT RECORD

Have you ever been convicted of any offense including traffic, but not parking? ___ YES ___ NO. List all offenses below (attach additional sheets of paper if necessary). **Do not** submit copies of your driving record.

Date _____ Place (City/State) _____	Charge _____
Details _____	Final disposition _____
Date _____ Place (City/State) _____	Charge _____
Details _____	Final disposition _____
Date _____ Place (City/State) _____	Charge _____
Details _____	Final disposition _____
Date _____ Place (City/State) _____	Charge _____
Details _____	Final disposition _____

9. AFFIRMATION

PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Village of Elm Grove to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination, psychological examination and a drug screening is required.
4. Regardless of whether or not I become employed by the Village of Elm Grove, I recognize that this application is not and should not be considered a contract of employment.

X _____
Signature of applicant (full legal name)

Date signed

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of police officer not be revealed without my consent or until required under law.

X _____
Signature of applicant (full legal name)

Date signed

Equal Employment Opportunity Policy Statement/Survey

It is the policy of the Village of Elm Grove to provide equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability, military and veteran status, sexual orientation, marital status, or any other characteristic protected by state or federal law. We are strongly committed to this policy, and believe in the concept and spirit of the law.

The Village of Elm Grove is committed to assuring that:

All recruiting, hiring, training, promotion, compensation and other employment related programs are Provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, sex, age, national origin, disability, military and veteran status, sexual orientation, marital status or any other characteristic protected by law;

Employment decisions are based on the principles of equal opportunity.

All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to race, creed, color, religion, sex, age, national origin, disability, military and veteran status, sexual orientation, marital status or any other characteristic protected by law, and;

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have exercised any right protected by law.

The Village of Elm Grove is required by federal regulations to report information as requested below. Your contribution of this information is ***completely voluntary***. The information you provide is strictly confidential and will be maintained separate from your application.

GENDER:

- Male
- Female

RACE:

- American Indian
- Black/African-American
- White/Caucasian
- Oriental/Asian American/Pacific Islander
- Latin American/Puerto Rican/Mexican American/Spanish