

## Human Resource Department

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THE CITY OF MARSHALLTOWN IS AN EQUAL OPPORTUNITY EMPLOYER

### Police Officer Employment Application

City Use Only

This application is used to compare each candidate using the same information in the same format. Submit completed application to the City Human Resource Director at [hr@ci.marshalltown.ia.us](mailto:hr@ci.marshalltown.ia.us) or print and mail to the address above. **Application must be received by Friday, May 5, 2017 at Noon. Late applications will not be accepted.**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

#### **Please review the 2017 Marshalltown Police Officer Testing Brochure on the City of Marshalltown website prior to completing this application.**

Are you available for Police Officer testing during the daytime hours of May 20, 2017? \_\_\_\_\_. If you are not available to test on this day, please do not apply at this time as ALL candidates must be present to test.

Are you certified by the Iowa Law Enforcement Academy? \_\_\_\_\_

If you answered yes, do you have more than a 180-day break in service? \_\_\_\_\_

If you are you certified in any other state list the state and year of certification: \_\_\_\_\_

How did you hear about this position? (List specific publication, specific website, City employee, etc.)

If you can speak a language in addition to English, please list the language(s) and your degree of fluency:

Have you ever been employed by the City of Marshalltown? \_\_\_\_\_ If yes, list dates of employment, department, and position(s) held.

Do you know anyone who is employed by the City of Marshalltown? \_\_\_\_\_ If yes, list names, and how you know them:

Have you been convicted for a violation of the law other than minor traffic offenses? (A conviction record will not necessarily eliminate you from consideration for employment, factors such as nature and seriousness of the violation; timeliness of offense and rehabilitation will be taken into account.) \_\_\_\_\_ If you answered yes, or if you are unsure, please explain below:

**VETERANS' PREFERENCE** - Complete this section only if you are a US Military veteran and want to claim veterans' preference points. Applicants wishing to have points awarded for military service must submit proof of service including dates of service and type of discharge. US Military Service dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Do you have an honorable discharge? \_\_\_\_\_ Are you a United States citizen? \_\_\_\_\_ Are you currently a resident of Iowa? \_\_\_\_\_ Do you have a service-connected disability or are you receiving compensation, disability benefits, or pension under laws administered by the veterans' administration (an honorably discharged veteran who has been awarded the Purple Heart for disabilities incurred in action shall be considered to have a service-connected disability)? \_\_\_\_\_

#### **MINIMUM HIRING STANDARDS**

Police officers must be a high school graduate or hold a G.E.D. certificate. Have you graduated from high school? \_\_\_\_\_ If you have not graduated from high school do you have a G.E.D. certificate? \_\_\_\_\_. If you answered no to both of these question, please do not submit this application or employment.

To become a police officer for the City of Marshalltown you must meet **EVERY ONE** of these hiring standards:

- Are you a U.S. Citizen or will you become a U.S. Citizen upon employment? \_\_\_\_\_
- Are you an Iowa resident or will you become an Iowa resident upon employment? \_\_\_\_\_
- You must be at least 21 years of age by time of hire. If you are currently 20 years of age, you are eligible to test.
- You must be less than 65 years of age to be a certified Police Officer.

- Do you have a valid Iowa driver's license? \_\_\_\_\_  
If no, will you be able to obtain one upon employment? \_\_\_\_\_ (Applicants are not required to have an Iowa's drivers' license to apply but are required to have one at time of employment.)
- Are you a habitual criminal? \_\_\_\_\_
- Are you addicted to drugs or alcohol? \_\_\_\_\_ If you are addicted to drugs or alcohol, have you been rehabilitated for one year or more or are you presently undergoing treatment? \_\_\_\_\_
- Have you ever attempted a deception or fraud in connection with a civil service exam? \_\_\_\_\_
- Are you of good moral character? \_\_\_\_\_
- Do you believe you can pass the physical fitness tests adopted by the Iowa Law Enforcement Academy? \_\_\_\_\_ (Fitness information is included in the City of Marshalltown Police Recruitment Brochure)
- Are you opposed to using force to fulfill the duties of police officer? \_\_\_\_\_
- Do you have uncorrected vision of not less than 20/100 in both eyes, which vision is corrected to at least 20/20, or which will be corrected to at least 20/20 prior to your date of employment? \_\_\_\_\_
- Do you have color vision consistent with the occupational demands of law enforcement? \_\_\_\_\_
- Do you have normal hearing in each ear or with accommodation can you perform the essential functions of the position? \_\_\_\_\_
- Are you willing to be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer? \_\_\_\_\_
- Are you willing to undergo psychological testing and evaluation? \_\_\_\_\_
- Do you understand that you will have to pass cognitive (basic skills) testing? \_\_\_\_\_
- Do you understand that, upon contingent offer of employment, you will have to pass a polygraph? \_\_\_\_\_
- Do you understand that, upon contingent offer of employment, you will have to pass a post offer drug screen? \_\_\_\_\_ Do you believe that you will be able to pass a pre-employment drug screen? \_\_\_\_\_
- Have you read Section 400.17, 2007 Code of Iowa? \_\_\_\_\_ (Included in City of Marshalltown Police Recruitment Brochure)
- Do you believe that you can fulfill the requirements of Section 400.17? \_\_\_\_\_
- Do you understand that, if hired, use of tobacco or alcohol products in violation of Iowa State Code during your probationary period will be cause for immediate termination? \_\_\_\_\_
- Have you received or have you downloaded a copy of the City of Marshalltown Police Officer Civil Service Entrance Examination Recruiting Brochure? \_\_\_\_\_

Is there any reason known to you why you might not be able to consistently and promptly perform any of the job duties of Police Officer? \_\_\_\_\_ If you answered yes, please explain in detail: \_\_\_\_\_

**CITY OF MARSHALLTOWN'S POLICE DEPARTMENT APPLICANT WAIVER OF LIABILITY AND RELEASE FOR EMPLOYMENT**

I have completed this application myself; no one else has completed any part of it for me.

I agree that if I am hired as a condition of employment with the City I will have my paychecks directly deposited into an account or accounts instead of receiving paper checks.

The information provided on this application or on any information submitted with this application is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal and/or revocation of ILEA certification if later discovered.

In order to permit the City of Marshalltown to make a thorough investigation of my background, health, family, personal habits, and reputation, for the purpose of determining my fitness and suitability for employment with the City, I hereby release from liability and promise to hold harmless from any liability under any and all possible causes of legal action any and all persons or entities who shall furnish any information or opinions regarding my background, health, family, personal habits, and/or reputation and waive any and all legal privileges I may have to maintain such information as confidential, including but not limited to, the following privileges: attorney-client, physician-patient, psychotherapist-patient, clergyman-penitent, husband-wife, and accountant-client.

I hereby authorize any person or entity who may be contacted by the City of Marshalltown, its employees, officers, or agents to release and transmit to such employees, officers, or agents any information, data, or opinions they may have regarding my background, health, family, personal habits, or reputation. I understand that the source of such information or opinions provided to the City shall be confidential and that the City shall not be required to reveal the content or source of any information or opinions.

I further agree to hold harmless and release from liability under any and all possible causes of legal action the City of Marshalltown, its employees, its officers, or its agents, for any statements, acts, or omissions in the course of its investigation into my background, health, family, personal habits, and reputation.

I further realize that it is necessary for the City of Marshalltown to thoroughly investigate all aspects of my personal background and qualifications and, by applying for employment with the City, I expressly waive all of my legal rights and causes of action to the extent that the City of Marshalltown's investigation (for purposes of evaluating my suitability or application for employment) may violate or infringe upon these aforementioned legal rights and causes of action of mine.

This release from liability is given by me to the City of Marshalltown and all of its employees, officers, agents, and all others as here fore provided, shall apply to any right of action that might accrue to me, my heirs, and/or my personal representatives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_