VILLAGE OF ASHLEY

APPLICATION FOR EMPLOYMENT

**Revised June 19, 2018**

The Village of Ashley Police Department considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Position(s) Desired: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# How did you Learn About the Position?: \_\_\_ Advertisement \_\_\_ Friend \_\_\_ Walk-In

**\_\_\_ Employment Agency \_\_\_ Relative \_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Information:**

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Number and Street City State Zip Code***

**SSN: \_\_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_ Telephone Number(s): (\_\_\_\_\_\_)\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_)\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you ever filled out an application with The Village of Ashley Police Department? **YES NO**

If yes, when was the last application date? **\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

Are you currently employed?  **YES NO**

May we contact your present employer? **YES NO**

# Are you prevented from lawfully becoming employed in this country because of Visa or

Immigration Status?*Proof of citizenship or immigration status will be required upon employment.*  **YES NO**

# On what date would you be available to begin work? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

# Are you available to work: \_\_\_ Full Time \_\_\_Part Time \_\_\_ Shift Work \_\_\_ Temporary

Are you currently on “Lay-Off” status and subject to recall? **YES NO**

Can you travel if your job requires it? **YES NO**

Have you ever been convicted of a felony? *Conviction will not necessarily disqualify an applicant from employment* **YES NO**

If yes, explain fully. Attach additional pages if necessary**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Education:**

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| --- | --- | --- | --- | --- |
|  | **Name and address of school** | **Course of Study** | **Years Completed** | **Diploma or Degree** |
| **Elementary School** |  |  |  |  |
| **High School** |  |  |  |  |
| **Undergraduate College** |  |  |  |  |
| **Graduate or Professional School** |  |  |  |  |
| **Other (Specify)** |  |  |  |  |

### Please indicate any foreign languages you can speak and/or write

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| --- | --- | --- | --- |
|  | Fluent | Good | Fair |
| SPEAK |  |  |  |
| READ |  |  |  |
| WRITE |  |  |  |

### Please describe any specialized training, apprenticeship, skills, and extra curricular activities

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### Please describe any job-related training received in the United States Armed Forces

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**Additional Information:**

Please summarize any other special job-related skills and qualifications acquired from employment or other experience:

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#### Specialized Skills

Please indicate any special equipment, which you are qualified to operate, or have extensive knowledge/experience of operating:

Facsimile Machine:\_\_\_ Personal Computer:\_\_\_ Affidavit Maker:\_\_\_ Calculator:\_\_\_ Typewriter:\_\_\_

Multi-Line Phone:\_\_\_ Microsoft Access:\_\_\_ Microsoft Excel:\_\_\_ Microsoft Word:\_\_\_ LIDAR:\_\_\_

Microsoft PowerPoint:\_\_\_ Windows Operating System 7 or greater:\_\_\_ Doppler RADAR: \_\_\_

Two Way Radios:\_\_\_ Mobile Data Terminal (MDT):\_\_\_ LEADS Certification:\_\_\_ ASP Baton:\_\_\_

BAC Datamaster/Intoxilyzer:\_\_\_ X26P TASER:\_\_\_ ASP Restraint:\_\_\_ ICR Spray:\_\_\_

Please list any other equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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State any additional information you feel may be helpful to us in considering your application.

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Licenses and Certifications

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| License/Certification Name | Issuing Authority | License/Certificate No. | Expiration Date |
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**Employment Experience:**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

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| --- | --- | --- | --- |
| Employer Name and Address: | | | |
| Job Title: | | Supervisor: | Telephone Number: |
| Start Date:  Starting salary: | End Date:  Ending salary: | Reason for leaving: | Duties Performed: |
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| --- | --- | --- | --- |
| Employer Name and Address: | | | |
| Job Title: | | Supervisor: | Telephone Number: |
| Start Date:  Starting salary: | End Date:  Ending salary: | Reason for leaving: | Duties Performed: |
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| --- | --- | --- | --- |
| Employer Name and Address: | | | |
| Job Title: | | Supervisor: | Telephone Number: |
| Start Date:  Starting salary: | End Date:  Ending salary: | Reason for leaving: | Duties Performed: |
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| --- | --- | --- | --- |
| Employer Name and Address: | | | |
| Job Title: | | Supervisor: | Telephone Number: |
| Start Date:  Starting salary: | End Date:  Ending salary: | Reason for leaving: | Duties Performed: |
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If you have additional employers, please attach separate pages as necessary.

List any professional, trade, business, or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

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**Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

ARE YOU CAPABLE OF PERFORMING IN A REASONABLE MANNER, WITH OR WITHOUT REASONABLE ACCOMODATION, THE ACTIVITIES INVOLVED IN THE JOB OR OCCUPATION FOR WHICH YOU HAVE APPLIED? A DESCRIPTION OF THE ACTIVITIES INVOLVED IN SUCH A JOB OR OCCUPATION IS ATTACHED.

\_\_\_ YES \_\_\_ NO

**Applicant’s Statement:**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigations of all statements contained 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 of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false of misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_

###### FOR PERSONNEL DEPARTMENT ONLY

The Position(s) Applied For Is Open: YES NO

Position(s) Considered For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Interview: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ Interviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title/Rank of Interviewer(s)

Interviewers’ Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employed: YES NO Date of Hire: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Hiring Person

Background Assigned to(name and unit no.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

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| **NOTES:** |
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**VILLAGE OF ASHLEY**

**POLICE DEPARTMENT**

**POLICE OFFICER JOB DESCRIPTION**

Persons applying for the position of police officer must possess a valid Ohio Peace Officers’ Training Council Peace Officer Basic Training Academy completion certificate at the time of employment. Police officers work in all weather conditions, on weekends, and on holidays. Police Officers for the Village of Ashley may work alone, or with limited support, and must be able to effect arrests alone, or with limited support. Police Officers are subjected to dangers associated with high-speed vehicle operation, contact with intoxicated, violent, and/or dangerous persons, and hazardous weather conditions.

Police officers for the Village of Ashley patrol the village corporation in patrol vehicle and on foot, as weather permits. Police officers are responsible for the detection, prevention, and enforcement of crimes against persons, property, or society committed in the village corporation. Police officers must effect arrests of individuals suspected of violating any State or village ordinance, and issue citations for traffic infractions inside the village corporation limits. Police officers are further responsible for all paperwork associated with police work, including daily activity logs, incident reports, and vehicle accident reports, as well as the timely completion of such. Police officers must be proficient in the use of, and must qualify annually with, a service side arm, of the officer’s choosing, subject to the approval of the Chief of Police, or designated Department Armorer. All police officers must further be proficient with non-lethal weapons they carry in their duties, including side handle and/or straight baton, and chemical deterrent, as well as unarmed self defense.

At this time, all officers must provide duty gear consisting of a baton and holder, chemical deterrent case, one pair of handcuffs and case, magazine or speedloader pouch, duty holster, and duty belt. All subject to approval of the Chief of Police or designated Department Armorer. Full time and part time officers are provided with uniforms by this department. Reserve officers are responsible for any uniform costs. All officers will be provided with a badge of the department and identification card.