

VILLAGE OF ASHLEY POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

Revised July 23, 2021

The Village of Ashley Police Department is an equal opportunity employer, and 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 Auxiliary

Are you currently on "Lay-Off" status and subject to recall? YES NO

Can you travel if your job requires it? YES NO

Do you have a valid, Ohio Driver's License? YES NO

If yes, License Number: _____ Expiration Date: ____/____/____

If no, are you willing and able to obtain an Ohio Driver's License within 30 days of employment YES NO

Have you completed an OPOTC approved Peace Officer Basic Training Academy (POBTA)? YES NO

If yes, do you have a certificate or a letter? _____ Certificate Number: _____

Education:

	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

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

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

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

Additional Information:

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

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.

Licenses and Certifications

License/Certification Name	Issuing Authority	License/Certificate No.	Expiration Date

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.

Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

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Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

Employment Experience, Cont.

Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

Employer Name and Address:			
Job Title:		Supervisor:	Telephone Number:
Start Date:	End Date:	Reason for leaving:	Duties Performed:
Starting salary:	Ending salary:		

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.*

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 or 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: _____

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: ____/____/____

NOTES:

VILLAGE OF ASHLEY POLICE DEPARTMENT FULL-TIME POLICE OFFICER POSITION DESCRIPTION

Minimum Qualifications:

Candidates for the position of Police Officer must meet the following qualifications within 30 days of a final offer of employment:

- ❖ Candidates must be 21 years of age;
- ❖ Candidates must have a valid, Ohio driver's license;
- ❖ Candidates must hold a valid, current Peace Officer Basic Training Academy (POBTA) certificate or a letter from the Ohio Attorney General showing they have successfully completed the POBTA;
- ❖ Candidates must be able to successfully complete a background investigation;
- ❖ Candidates must successfully complete a comprehensive medical examination as required by the Ohio Police and Fire Commission.

Summary of Duties

Ashley Police Officers are expected to 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. Ashley Police Officers may be exposed to hazardous material incidents and other unknown hazards.

Police officers for the Village of Ashley patrol the village corporation in patrol vehicle and on foot. 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 written reports and forms associated with police work in a timely fashion. Police officers must be proficient in the use of, and must qualify periodically with weapons and self-defense tools including firearms, conducted energy weapons, impact weapons, and individual chemical repellent. Police officers must also maintain certifications and qualifications to access and utilize the Law Enforcement Automated Database System (LEADS) and the Ohio Law Enforcement Gateway (OHLEG).

Police officers are subject to a 6-month probationary period, and must successfully complete a department field training program before being released from probation.

Wages and Benefits

Police officers with the Village of Ashley enjoy a benefit package that includes medical insurance and life insurance. Police Officers earn 2 weeks of vacation annually for the first 5 years of employment, 3 personal days and 1 birthday leave day annually, and accrue sick time every bi-weekly pay period. The starting rate of pay is \$17.25 for a Full-Time Patrol Officer. Full-Time Patrol Officers are issued uniforms, duty equipment, service weapons and defensive tools, and body armor, as well as department badge and identification.

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