

APPLICATION FOR EMPLOYMENT AS A POLICE OFFICER

1. This application must be typewritten or printed in blue or black ink by the applicant himself/herself.
2. All questions must be answered, if applicable. **If not applicable, indicate N/A.**
3. Failure to answer any and all questions truthfully, accurately or completely shall result in the applicant's disqualification, or, if discovered after an individual is hired, termination from employment. It is important that you understand that answers to some of the questions you will be asked may result in an automatic disqualification for a police position in Massachusetts. It is also important that you understand that not all questions carry such a potential disqualifier, even if they might appear that they should. Honest and candor in answering the questions in this application is valued above all else.
4. If the space provided is not sufficient for complete answers, or you wish to make additional comments, attach sheets the same size as these forms and indicate to which question those sheets pertain.
5. You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are accurate. Your ability to complete this form as directed will be part of the evaluation of your suitability for employment.
6. If, after submitting this application, you become no longer interested in appointment as a police officer please notify the Chief of Police in a timely manner.
7. Where appropriate, all applicants must submit the following documents with their applications:
 - a. One copy of your High School Diploma or Equivalency Certificate.
 - b. Official transcripts from any post secondary institutions of learning you have attended.
 - c. A copy of your driver's license.
 - d. A copy of your license to carry.
 - e. Name change documents (if applicable).
 - f. Copies of any licenses or certificates that you indicate in this application you possess (e.g., EMT certificate).
 - g. Copies of military discharge forms (DD Form 214 or NGB Form 22) if applicable.
8. A Criminal Offender Record Information (CORI) check will be performed on each applicant who submits an application for employment with the police department.

9. After your application has been turned in, you will be contacted by this department regarding a date and time for your interview.

I have read and understand the above instructions.

Applicant: _____

Date Received: _____

**SUNDERLAND POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Date of Application _____

Please Print

Position applied for _____

Are you available to work _____ full time _____ part time _____ other

Referral source: _____ advertisement _____ job posting _____ relative _____ friend _____ other

SECTION I: PERSONAL INFORMATION

Name: _____
last first middle

Address: _____
no. & street town state zip code

Telephone No. _____ Cell No. _____

Email Address _____

If hired, can you provide proof of citizenship or legal right to work? _____ Yes _____ No

Valid Mass. Drivers License Number _____ Class _____

Valid Mass. LTC License Number _____

Have you ever filed an application here before? _____ Yes _____ No If Yes, When _____

Have you ever been employed with the Town before? _____ Yes _____ No If yes, give dates of employment _____ in which Department

Do you have any relatives working for the Town? _____

Having reviewed the duties of the job, which have been provided to you, are you capable of performing all the duties of the job? _____

If not, which duty(ies) are you not capable of performing? _____

Are you currently employed? _____ Yes _____ No

Are you on a layoff and subject to recall? _____ Yes _____ No

Are you a veteran of the U.S. Armed Services? _____ Yes _____ No (See Section IV, if a veteran)

SECTION II: EMPLOYMENT HISTORY (MOST RECENT FIRST)

1. Employer's name: _____

Address: _____

Job Title: _____ Worked From: _____ to: _____

Give dates

Immediate Supervisor's name and job title: _____ Pay: _____ ; _____
starting ending

Describe work you performed: _____

Reason for Leaving: _____

2. Employer's name: _____

Address: _____

Job Title: _____ Worked From: _____ to: _____

Give dates

Immediate Supervisor's name and job title: _____ Pay: _____ ; _____
starting ending

Describe work you performed: _____

Reason for Leaving: _____

3. Employer's name: _____

Address: _____

Job Title: _____ Worked From: _____ to: _____

Give dates

Immediate Supervisor's name and job title: _____ Pay: _____ ; _____
starting ending

Describe work you performed: _____

Reason for Leaving: _____

List here any verified work performed on a volunteer basis: _____

SECTION III: EDUCATION

| | Name & Location of School | Dates Attended | Diploma, Degree/Certificate |
|--|------------------------------|-------------------|--------------------------------|
| High School | | | |
| Vocational, Technical or Correspondence | | | |
| College/University | | | |
| Graduate/Professional | | | |

Describe specialized Training, Apprenticeship License, Foreign Language Skills, Skills and Extra Curricular Activities:

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

SECTION IV: MILITARY HISTORY

Veteran of U.S. Armed Forces? _____ Yes _____ No

Branch _____

Rank when discharged _____ Discharge Status _____

Present Military Status _____

Service school or special experience _____

SECTION V, REFERENCES, MISCELLANEOUS

List profession, trade, business or civic activities and offices held. (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veteran's status)

VI. REFERENCES

List three references (not related to you). All persons to whom you refer may be asked to appraise Your character, ability, experience, personality and other qualities. Provide address, phone and Length of time you've known each reference.

Reference #1

Name: _____

Address: _____

Phone: _____ Time known applicant: _____

Relationship to applicant: _____

Reference #2

Name: _____

Address: _____

Phone: _____ Time known applicant: _____

Relationship to applicant: _____

Reference #3

Name: _____

Address: _____

Phone: _____ Time known applicant: _____

Relationship to applicant: _____

Applicant's Statement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge (whenever discovered).

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the town of Sunderland to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Sunderland any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Sunderland's use only.

I hereby voluntarily release, discharge and exonerate the Town of Sunderland, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Sunderland.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department required.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

I acknowledge that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____

INFORMATION AND RELEASE FORM FOR CANDIDATES

I. REFERENCE CHECKS

The Sunderland Police Department prides itself on the unusual depth of its referencing process. We conduct thorough reference checks on all finalists in a search, and we often complete preliminary reference checks on strong candidates prior to making recommendations to our client. We check with supervisors, subordinates, and peers of a candidate, exploring with them many of the same issues we have explored with a candidate in our interviews. Unless a candidate requests otherwise, we may also go "off list" and talk to people not suggested directly by the candidate. We will inform a candidate if we plan to speak with people other than those given as references.

Our reference checks consist of fairly lengthy confidential conversations, the content of which is shared only with our client and not with the candidate. No single reference, positive or negative, is decisive in the hire; it is through the collection of references that we round out our portrait of a candidate and help our client assess a person's fit with the organization and its challenges.

If you plan on informing the individuals who will be serving as your references that they will be hearing from the Sunderland Police Department, we ask that you please alert them to our recruitment process. Sometimes people serving as references are startled by our probing and wonder why we are so thorough and so interested in engaging them in a lengthy discussion.

II. EDUCATION AND EMPLOYMENT VERIFICATION AND OTHER CHECKS

As part of our standard background check, we verify the education of finalists as listed on their resumes, and we may verify dates of employment and positions held. For some searches, particularly for financial positions, we also conduct credit checks and personal finance checks. We will make reasonable efforts to inform you if any checks beside *reference checks, education verification or employment verification* are being conducted.

III. AUTHORIZATION AND RELEASE

To indicate that you have read this form and understand our recruitment process, please sign the following authorization and release and return it to the Sunderland Police Departments Chief of Police.

In consideration of my candidacy for the position of _____, I authorize the Sunderland Police Department, to conduct the reference checks and other checks and verifications described above. By authorizing the checks and verifications as described above, I hereby release, waive and forever discharge the Town of Sunderland from and with respect to any and all claims, causes of actions, liabilities and suits of any kind that I now have or may have against the Town of Sunderland execution or performance of the checks and verifications described above, including but not limited to any claims involving the disclosure or dissemination of the results of any check or verification.

I understand that any offer of employment I may receive through the Sunderland Police Department's recruitment process is contingent upon the successful completion of the checks and verifications of my background as described above. I certify that to the best of my knowledge I have provided the Sunderland Police Department with accurate information about my educational, employment, financial and personal backgrounds. In the event that any information I have provided is, in the opinion of the Sunderland Police Department materially inaccurate, I understand that I will no longer be considered for the position and may be terminated if I have already been offered and accepted a position with the Town

TO THE APPLICANT
READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY
QUESTIONS.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or disability. Federal Law also prohibits discrimination on the basis of age with the respect to certain individuals. The Laws of Massachusetts also prohibit some or all of the above-stated discrimination as well as some additional types, such as discrimination based upon ancestry and marital status.

Massachusetts law requires that employers include a statement advising applicants that they may include in their work history "any verified work performed on a volunteer basis."

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

CORI CHECK ACKNOWLEDGMENT

I, _____ residing at _____

_____, Massachusetts, acknowledge that a Criminal Offender Record Information (CORI) check will be performed as part of the municipality's hiring process. I further acknowledge that a refusal to allow the CORI check to be performed will cause my application to no longer be considered for employment.

Signature

GENERAL RELEASE

Date: _____

I, _____, born at _____

On _____, having filed an application for employment with the Sunderland Police Department consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied and such information as may be, received, reported to the appointing authority. I agree to give any further information, which may be required in reference to my past record.

I also authorize and request, every person, firm, company, corporation, governmental agency, court, association, or institute having control of any documents, records and other information pertaining to me, to furnish to the police department any such information, including, documents, records, files regarding charges or complaints files against me, formal or informal, pending or closed, or any other pertinent data, and to permit the police department or any of its agents or representatives to inspect and make copies of such documents, records and other information.

Specifically, I hereby authorize the release of the data or records to any authorized representatives of the Sunderland Police Department

I hereby release, discharge and exonerate the Sunderland Police Department, its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Sunderland Police Department.

This authority shall continue for one year unless sooner revoked in writing by the undersigned.

Signed

Witness

Address