

# **BROWNTON POLICE DEPARTMENT**

**Salary Range \$33-\$40 per hour based upon relative experience and certification.**

**The position will remain open until filled. Early applications are encouraged to ensure consideration.**

As part of the application process we would like you to take the time to consider the following questions and respond in writing. You may type or print your answers on a separate sheet of paper. Do not use more than one page per question. Please include your answers with the application.

1. Why do you want to become a peace officer in a city and police department of this size, and what are your long and short term goals?
2. What do you perceive the duties of a peace officer to be in today's society?
3. What is your philosophy on issuing citations and what would prompt your decision on whether or not you would issue a driver a citation after you had him/her stopped?
4. Explain any community oriented projects you have been involved in, and what type of project would you like to be involved in?
5. Describe three situations where you have used common sense.

# CITY OF BROWNTON APPLICATION FOR EMPLOYMENT

THE CITY OF BROWNTON IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON ANY GROUNDS PROTECTED UNDER FEDERAL, STATE, OR LOCAL LAW, INCLUDING RACE, COLOR, CREED, RELIGION, AGE, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, DISABILITY, DISABILITY RELATED TO PREGNANCY OR CHILDBIRTH, MEMBERSHIP OR ACTIVITY IN ANY LOCAL COMMISSION, STATUS REGARDING PUBLIC ASSISTANCE, MEMBERSHIP OR NON-MEMBERSHIP IN ANY LABOR ORGANIZATION, OR ANY OTHER CHARACTERISTIC PROTECTED UNDER FEDERAL, STATE OR LOCAL LAW. NONE OF THE QUESTIONS IN THIS APPLICATION ARE INTENDED TO ELICIT INFORMATION REGARDING ANY PROTECTED CHARACTERISTICS, NOR IMPLY ANY LIMITATION, ILLEGAL PREFERENCES, OR DISCRIMINATION BASED UPON NON-JOB-RELATED INFORMATION OR PROTECTED CHARACTERISTICS.

*(PLEASE PRINT OR TYPE INFORMATION)*

POSITION APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE NAME/INITIAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE  
NUMBER(S) \_\_\_\_\_

### DRIVERS LICENSE #, REGISTRATIONS, LICENSES AND CERTIFICATES

| License Type | Number | Class | Expiration |
|--------------|--------|-------|------------|
| 1.           | _____  | _____ | _____      |
| 2.           | _____  | _____ | _____      |
| 3.           | _____  | _____ | _____      |

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK?

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

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 FOR 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 \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? YES \_\_\_\_\_ NO \_\_\_\_\_

(Applicants who are finalists will be subject to a criminal background investigation. Conviction will not necessarily disqualify an applicant from employment.)

IF YES PLEASE

EXPLAIN: \_\_\_\_\_

### **EDUCATION**

|  | Elementary School | High School      | Undergraduate College/University | Graduate/Professional |
|--|-------------------|------------------|----------------------------------|-----------------------|
| School Name & Location   |                   |                  |                                  |                       |
| YEARS COMPLETED  | 4   5   6   7   8 | 9   10   11   12 | 1   2   3   4                    | 1   2   3   4         |
| Diploma/Degree   |                   |                  |                                  |                       |
| Describe Course of Study   |                   |                  |                                  |                       |
| Describe any specialized training, apprenticeship, skills and extra-curricular activities      |                   |                  |                                  |                       |
| Describe any honors you have received  |                   |                  |                                  |                       |
| State any additional information you feel may be helpful to us in considering your application |                   |                  |                                  |                       |

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.

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## **EMPLOYMENT EXPERIENCE**

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Length of Service                         |  | Work Performed |
| Address             |            |   |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      Final |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Length of Service                         |  | Work Performed |
| Address             |            |   |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      Final |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Length of Service                         |  | Work Performed |
| Address             |            |   |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      Final |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Length of Service                         |  | Work Performed |
| Address             |            |   |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      Final |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

(If you need additional space, please continue on a separate sheet of paper.)

### **SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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REFERENCES (Give name, address, and telephone number of three references who are not related to you and are not previous employers.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

IF YOU HAVE SERVED IN THE UNITED STATES MILITARY, PLEASE INDICATE WHICH BRANCH, DATES SERVED, TYPE OF DISCHARGE AND DATE OF DISCHARGE. ALSO, PLEASE DESCRIBE YOUR DUTIES AND TRAINING:

DO YOU QUALIFY FOR VETERANS PREFERENCE POINTS? IF YES, PLEASE PROVIDE COPY OF FORM 214

## **APPLICANT'S STATEMENT**

BY MY SIGNATURE BELOW, I PROMISE THAT THE INFORMATION PROVIDED IN THIS EMPLOYMENT APPLICATION AND DURING ANY INTERVIEW (AND ACCOMPANYING RESUME OR DOCUMENTATION, IF ANY) IS TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT, AND MAY LEAD TO MY DISMISSAL FROM EMPLOYMENT, IF DISCOVERED AT A LATER DATE. I AGREE TO IMMEDIATELY NOTIFY THE CITY OF BROWNTON IF I SHOULD BE CONVICTED OF A FELONY, OR OF ANY CRIME INVOLVING DISHONESTY, BREACH OF TRUST, CONTROLLED SUBSTANCES, OR SEXUAL MISCONDUCT WHILE MY JOB APPLICATION IS PENDING, OR DURING MY PERIOD OF EMPLOYMENT, IF HIRED.

I UNDERSTAND THAT THIS APPLICATION SHALL BE CONSIDERED ONLY FOR THE POSITION(S) LISTED ON THE FIRST PAGE OF THE APPLICATION AND CURRENTLY AVAILABLE AS OF THE DATE OF THIS APPLICATION.

I AUTHORIZE ANY PERSON, SCHOOL, CURRENT EMPLOYER, PAST EMPLOYER(S), AND ORGANIZATIONS NAMED IN THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY) TO PROVIDE THE CITY OF BROWNTON WITH ANY INFORMATION AND OPINION REQUESTED BY THE CITY OF BROWNTON IN CONNECTION WITH ANY APPLICATION, AND I RELEASE SUCH PERSONS AND ORGANIZATIONS FROM ANY LEGAL LIABILITY IN MAKING SUCH STATEMENTS.

**I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT, IF HIRED, I AM OBLIGED TO COMPLY WITH ANY AND ALL CURRENT AND SUBSEQUENTLY ADOPTED CITY OF BROWNTON POLICIES, INCLUDING PHYSICAL EXAMINATION AND DRUG AND ALCOHOL TEST.**

**I DO NOT KNOW OF ANY REASON WHY I WOULD NOT BE ABLE TO PERFORM THE DUTIES AND TASKS OF THIS POSITION AS OUTLINED IN THE JOB DESCRIPTION.**

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Signature of Applicant

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Date

CITY OF BROWNTON  
335 Third Street South  
P. O. Box 238  
BROWNTON, MN 55312  
cityclerk@cityofbrownton.com

PHONE – 320-328-5318