

APPLICATION VILLAGE OF BATAVIA POLICE DEPARTMENT

APPLICATION INSTRUCTIONS

Information on this application will be used to judge your qualifications and evaluate your education for the position that you are applying for. Please read all of the questions carefully and answer all questions completely and honestly. Do not leave any blank spaces. If a question does not apply, write "DNA" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated. ***Your ability to completely and honestly fill out this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that you think might be detrimental to you obtaining a job such as past drug use, any incidents of theft or other crimes, it will automatically eliminate you from consideration. The fact that you may have used drugs, committed theft or another illegal act will not automatically eliminate you, but the omission of it during the application process will.*** Once submitted, this application becomes the property of the Village of Batavia.

BASIC PERSONAL INFORMATION

Name: _____
 Last, First, MI

Please list any other names that you have been known as: _____

Social Security Number: _____ Email Address: _____

Address: _____
 Street City State Zip

Telephone: _____
 Home Number Daytime Number Cell Phone Number

Driver's License: _____
 Number/State/Type

Please select the area(s) that you are interested in:

☐ Police Officer – Full Time

☐ Police Officer – Part Time

ELIGIBILITY

Do you have a legal right to work in the United States? (check one):

☐ US Citizenship ☐ Permanent Resident Status ☐ Other (specify) _____

MILITARY

Please make copies of all applicable service records including any discharge papers and attach to the application.

Branch: _____ Serial Number: _____

Date of Service: _____ to _____ Reserve Status: _____

Type of Discharge: _____ If not honorable, explain: _____

Grade and duty assignment at discharge/separation: _____

Selective Service Number: _____ Classification: _____

Are you a member of the Reserves or National Guard? ☐ Yes ☐ No

If yes, give unit, location, grade, and duty assignment: _____

EDUCATION

Please fill in the information that applies and attach copies of your diplomas or copies of your course schedule and grades to the application.

If you did not complete high school, do you have a GED? ☐ Yes ☐ No

SCHOOL	NAME, ADDRESS, PHONE NUMBER	GRADUATE YES/NO DATES ENROLLED	COURSE OF STUDY/MAJOR
HIGH SCHOOL			
COLLEGES/ UNIVERSITIES			
GRADUATE SCHOOL			
OTHER (specify)			

SPECIALIZED SKILLS & TRAINING

Do you speak/read another language other than English? ☐ Yes ☐ No Fluent? ☐ Yes ☐ No

If yes, please list: _____

Briefly list any computer skills that you have. If you have copies of any certificates for any computer training that you have received, please attach them to the application: _____

Briefly list any training or skills that you have that would be of assistance in the job(s) that you are applying for. If you have any copies of certificates for any training that you have received, please attach them to the application: _____

PERSONAL HISTORY

1. Do you know of any reason that you could not pass a background check? ☐ Yes ☐ No
2. Have you ever been fired or asked to resign from a job? ☐ Yes ☐ No
3. Have you ever received disciplinary action from an employer? ☐ Yes ☐ No
4. Have you ever stolen from an employer? ☐ Yes ☐ No
5. Have you ever committed a crime for which you were not arrested? ☐ Yes ☐ No
6. Have you ever assisted someone in committing a crime? ☐ Yes ☐ No
7. Have you ever falsified a police report? ☐ Yes ☐ No
8. Have you ever accepted money to not report a crime? ☐ Yes ☐ No
9. Has any driver's license issued to you ever been suspended or revoked? ☐ Yes ☐ No
10. Have you ever slept on the job? ☐ Yes ☐ No
11. Have you ever used, sold, or handled in an illegal manner a controlled substance? ☐ Yes ☐ No
12. Have you ever been bonded? ☐ Yes ☐ No
13. Have you ever been refused bond? ☐ Yes ☐ No
14. Have you ever been convicted of a felony crime? ☐ Yes ☐ No

If you answered yes to any of the questions listed above, please write brief explanations for that question. You will be asked about any "yes" answer if interviewed and/or during any background checks. A "yes" answer does not automatically eliminate you from consideration for employment. Your omission of these facts will automatically eliminate you from consideration.

TRAFFIC, CIVIL & CRIMINAL RECORD

On this page please list your history of any traffic citations, any civil court actions in which you were or are a defendant, and any arrest, convictions, and court diversions that you have had:

EMPLOYMENT HISTORY

Notice: *Start with your current job, if employed, and list your past employment in reverse order.* Include all employment from high school to the present. Account for any time that you were unemployed by stating the nature of your activities. You may use additional paper if necessary.

Company: _____ Position _____ FT ☐ / PT ☐
Address: _____ City _____ State _____ Zip _____
Dates: From: _____ to _____ Salary: \$ _____
Supervisor's Name: _____ Telephone Number: _____
Job Duties: _____

Reason for Leaving: _____

Company: _____ Position _____ FT ☐ / PT ☐
Address: _____ City _____ State _____ Zip _____
Dates: From: _____ to _____ Salary: \$ _____
Supervisor's Name: _____ Telephone Number: _____
Job Duties: _____

Reason for Leaving: _____

Company: _____ Position _____ FT ☐ / PT ☐
Address: _____ City _____ State _____ Zip _____
Dates: From: _____ to _____ Salary: \$ _____
Supervisor's Name: _____ Telephone Number: _____
Job Duties: _____

Reason for Leaving: _____

Company: _____ Position _____ FT ☐ / PT ☐
Address: _____ City _____ State _____ Zip _____
Dates: From: _____ to _____ Salary: \$ _____
Supervisor's Name: _____ Telephone Number: _____
Job Duties: _____

Reason for Leaving: _____

RESIDENCES

List all residences where you have lived during the past five (5) years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code.

ADDRESS	CITY	STATE	ZIP CODE	RESIDE THERE FROM/TO

REFERENCES

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

NAME	ADDRESS, CITY STATE, ZIP CODE	AREA CODE & PHONE NUMBER

REMARKS

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies and interest? You can also use this section to expound upon any answers to any questions on this application. _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from the program service if I have been selected.

Signature: _____ Date: _____

The Village of Batavia is an Equal Opportunity Employer