

EMPLOYMENT APPLICATION

Submit a copy of your Driver's License, Social Security Card, & Birth Certificate with this application.

- POLICE OFFICER - FULL TIME *See last page
- SUMMER OFFICER - CLASS 2
- SUMMER OFFICER - CLASS 1
- DISPATCHER
- CLERK/SECRETARY

Full Name:

(LAST)

(FIRST)

(FULL MIDDLE)

Maiden/Other name(s) used in the past: _____

IF APPLICABLE

Permanent Address:

Number

Street

City

State

Zip

Permanent Phone # _____

Cell # _____

E-mail Address: _____

Local Address: _____

Local Phone # _____

Date of Birth: _____

Place of Birth: _____

Driver's License # _____

State _____

Hospital

City

State

Social Security # _____

INSTRUCTIONS :

Read every question carefully; answer every question. LEAVE NO BLANK SPACES. If a question does not apply to you, write N/A (non-applicable). A candidate may be rejected if he/she attempts in any way to deceive or make fraudulent any information in this application or on his/her physical examination.

All entries, except your signature, must be printed legibly or typed. If space is insufficient, use a separate sheet of paper and attach it to the corresponding page and precede each answer with the number of the question being answered.

APTITUDES:

The following skills and aptitudes are not a prerequisite for employment; however, this information is desired in order to evaluate applicants' usefulness to this Department.

Check any skills or aptitudes you may have in the list below:

- _____ Typing
- _____ Clerical: filing, record keeping, etc.
- _____ Accounting/Mathematics
- _____ Telephone Operator/Switchboard Experience
- _____ Public Contact/Public Relations
- _____ First Aid Experience/Training
- _____ EMT Certification
- _____ Traffic Control
- _____ Report Writing
- _____ Fire Fighting
- _____ Swimming/Life Guard
- _____ Hand Guns/Firearms
- _____ Legal Studies/Law Basics
- _____ Defensive Tactics
- _____ Interrogation/Interviewing
- _____ Other Skills – Specify: _____

INITIAL QUALIFICATIONS: (For Police Officers Only)

Applicants must comply with the following basic qualification standards:

- A Citizen of the United States
- Age 18 to 35 (both ages inclusive)
- Possess a High School Diploma or Equivalency Certificate (State Board of Education)
- Good moral character (free of criminal convictions)
- Ability to distinguish colors accurately
- Normal hearing

CITIZENSHIP:

If you are of foreign birth, or a naturalized citizen, fill in the following:

Country of Birth: _____
 How did you obtain citizenship? _____
 Court: _____ Petition No: _____
 Date: _____ State: _____ Certification No.: _____

EDUCATION:

1. List schools, colleges, and training courses you have attended:
Please attach copies of diplomas/certifications.

High School: _____ Last Grade: _____ Year _____
 Address: _____ Phone # _____

College: _____ Last Term: _____ Year _____
 Address: _____ Phone # _____

Other: _____

2. What college degrees or professional licenses do you possess?

3. If not a degree, how many credits have you earned?

4. What languages do you speak or understand other than English?

MILITARY SERVICE:

5. Have you ever served in the military of the United States or foreign government?
Indicate periods of active or reserve service:

From: _____ To: _____ From: _____ To: _____

6. Have you ever received any medals or decorations from the Military?
If so, what?

7. Have you ever been subject to any military disciplinary action?
If yes, give details of charges and dispositions:

8. Are you now, or were you ever an active or inactive member of any military Reserve or National Guard of the United States or any foreign government?
If yes: From: _____ To: _____

9. Has your discharge papers ever been corrected or changed? Please indicate and explain.

EMPLOYMENT:

10. What is your current occupation? _____
Employer: _____
From: _____ To: _____
List employer's address, phone #, and supervisor:

11. List below chronologically each and every place in which you were employed.
Starting with the earliest:

Employer: _____ Job Title: _____
From: _____ To: _____
Supervisor: _____
Address: _____ Phone # _____
Reason for Leaving: _____

Employer: _____ Job Title: _____
From: _____ To: _____
Supervisor: _____
Address: _____ Phone # _____
Reason for Leaving: _____

Employer: _____ Job Title: _____
From: _____ To: _____
Supervisor: _____
Address: _____ Phone # _____
Reason for Leaving: _____

Employer: _____ Job Title: _____
From: _____ To: _____
Supervisor: _____
Address: _____ Phone # _____
Reason for Leaving: _____

12. Have you ever been fired or asked to resign from employment? If yes, list when, where and why:

13. Were you ever subjected to disciplinary action in connection with any employment? If yes, give details:

14. Have you ever made application or taken an examination for position with any other police organizations? If yes, when and where?

15. Have you ever been rejected by another police department before? If yes, for what reason?

16. List in chronological order, each and every place you have resided; include dates:

ARRESTS AND SUMMONSES:

17. Have you ever been arrested as a juvenile? If yes, give details:

Date: _____ Age: _____ Location: (Police Dept) _____

Violation: _____ Court Disposition: _____

Was the charge(s) reduced? _____

18. Have you ever been arrested, indicted, or convicted for any violation of the criminal law? If yes, give details:

Date: _____ Age: _____ Location (Police Dept) _____
Violation: _____ Court Disposition: _____

18a. Have you ever been charged for any violation of the criminal law? If yes, give details:

Date: _____ Age: _____ Location (Police Dept) _____
Violation: _____

Was the charge(s) reduced? _____

19. Have you ever received any summons or tickets? For what, when and where?

What was the disposition?

20. Have you ever been fingerprinted? If yes, where, when and for what purpose?

21. Was your motor vehicle registration certificate, driver's license or other vehicle license ever revoked or suspended? If yes, when, and for what purpose?

22. Have you ever been involved in a motor vehicle accident either as a registered owner, operator, passenger or pedestrian; which resulted in any personal injury or property damage to you or anyone else? _____ If yes, give details.

23. Have you ever possessed a driver's license in any other state?

Yes _____ No _____ If yes, please list each state.

24. Complete the following motor vehicle information:

Driver's License No. _____ Vehicle Registration: _____
State: _____ Expiration Date: _____

25. Have you ever possessed a pistol, firearm permit, or dealer's license?
_____ If yes, supply the following information:

Permit No. _____ Dealer's License No. _____
Issuing Agency _____

PERSONAL INFORMATION RELEASE

I, _____
(Signature of full name) (Print full name)

Residing at _____

Social Security No. _____ Date of Birth: _____

do hereby authorize the Stone Harbor Police Department to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals that may include, but is not limited to academic, residential, achievement, performance, attendance, personal history, disciplinary action, arrests, and conviction records, both adult and/or juvenile. I hereby direct you to release such information upon request of the bearer. I understand that the information release is for this department's use only.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature to me, which may result due to compliance with this authorization.

BEING DULY SWORN, DEPOSE AND SAY, I AM THE ABOVE NAMED PERSON. I SIGNED THE FOREGOING STATEMENT. I PERSONALLY READ AND PRINTED, BY HAND, ANSWERS TO EACH AND EVERY QUESTION THEREIN, AND I DO SOLEMNLY SWEAR THAT EACH AND EVERY ANSWER IS COMPLETE, TRUE, AND CORRECT IN EVERY RESPECT.

Candidate's Signature

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____

NOTARY OR COMMISSIONER OF DEEDS

WITNESS FOR RELEASE: _____ DATE: _____

SIGNATURE OF REQUESTING OFFICER: _____

TITLE OF OFFICER: _____ BADGE # _____

When the APPLICANT has completely filled out the foregoing application, he must obtain three (3) reputable citizens who will vouch for his honest reputation and ability.

The voucher should carefully read the statements made by the applicant before answering the questions and signing his name.

I, THE UNDERSIGNED, declare that I am over twenty-one years of age, that I have personally known the applicant for at least one year, and that I have read the whole of the foregoing application and I believe all the statements therein to be true. I am not related in any way to the applicant.

I will, upon request, give further facts concerning the applicant as I may possess.

ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL

VOUCHER 1: Home
Name: _____ Phone: _____ Cell # _____
Address: _____
Date of Birth: _____ Occupation: _____
Business Address: _____
How long have you known the applicant? _____
Is he/she of good character and reputation? _____
Any additional comments? _____

Signature: _____ e-mail address _____
Dated: _____

VOUCHER 2: Home
Name: _____ Phone: _____ Cell # _____
Address: _____
Date of Birth: _____ Occupation: _____
Business Address: _____
How long have you known the applicant? _____
Is he/she of good character and reputation? _____
Any additional comments? _____

Signature: _____ e-mail address _____
Dated: _____

VOUCHER 3: Home
Name: _____ Phone: _____ Cell # _____
Address: _____
Date of Birth: _____ Occupation: _____
Business Address: _____
How long have you known the applicant? _____
Is he/she of good character and reputation? _____
Any additional comments? _____

Signature: _____ e-mail address _____
Dated: _____

The following is attached: (check boxes)

- Copy of Driver's License
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of High School Diploma(s)
- Copy of College Diploma(s)
- Copy of Other Certification(s)

*** No individual shall be appointed for full-time officer unless the person:**

- 1) Possesses a Bachelor degree
- 2) **OR** Possesses sixty college credits **AND** any one of the following:
 - Police Training Certificate issued by the New Jersey Police Training Commission
 - Two years of military experience
 - Experience as a SLEO II