

# APPLICATION FOR EMPLOYMENT WITH EMPORIA, KANSAS POLICE DEPARTMENT

## Instructions and Information (Please read before completing application)

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of non-job-related medical conditions, disabilities or other factors which cannot be lawfully used as a basis for an employment decision. An application will not be considered unless all essential information is provided. Applicants must take residence in Lyon, Chase, Morris, Wabaunsee, Osage, Coffey or Greenwood County if employed and must continue to reside within those county limits while so employed.

The City of Emporia reserves the right to administer polygraph and drug tests, background screening, and driving record checks during the employment process when the results can be used in measuring the applicant's ability to perform the job. Pre-placement psychological, physical capability and medical exams are required for certain positions and a drug/alcohol screening is required for all positions after conditional offer of employment.

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Applied for: **Police Officer**

Have you ever been employed by the City of Emporia? YES  NO  If yes, when and position? \_\_\_\_\_

Do you have a valid driver's license? YES  NO

State: \_\_\_\_\_ License Number: \_\_\_\_\_

I authorize the City of Emporia to request my current driving record and criminal history? YES  NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Describe specialized training, apprenticeship, skills, and extra-curricular activities: \_\_\_\_\_

State any additional information you feel may be helpful in considering your application: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin.): \_\_\_\_\_

Are you a veteran of the U.S Military Service? YES NO  
  Branch: \_\_\_\_\_

## EMPLOYMENT HISTORY

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Do you have any relative(s) working for the City of Emporia?

YES

NO

If yes, name them and their relationship to you: \_\_\_\_\_

## REFERENCES

*Please list three references who are not related to you and are not previous employers.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize an investigation of all statements contained in this application for employment as they may be necessary in arriving at an employment decision. I understand that I will be required to and can provide proof of citizenship or immigration status. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. If offered employment, I understand and agree to conform to the rules and regulations of the City of Emporia and that my employment and compensation can be terminated, with or without cause, and without notice, at any time, at the option of either the City of Emporia or myself. I further understand and agree that when my employment is terminated, I must return all property of the City of Emporia in my custody.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: FAILURE TO ANSWER ALL OF THE FOLLOWING QUESTIONS IN DETAIL MAY DISQUALIFY YOUR APPLICATION**

**AUTOMATIC DISQUALIFIERS**

The Emporia Police Department will automatically disqualify any individual who can answer “Yes” to any of the following questions. *Please read and answer the following automatic disqualifiers:*

<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever sold, produced, cultivated, or transported marijuana, narcotics or any other illegal drugs?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of domestic violence?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently on probation, parole or court ordered community service?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you falsified your questionnaire or application?

**If you answered “YES” to any of these questions, please withdraw your application from consideration.**

**DISCRETIONARY DISQUALIFIERS**

The following disqualifiers may, upon review by the Emporia Police Department, make you ineligible to become an employee of the Emporia Police Department. *Please read and answer the following discretionary disqualifiers:*

<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever abused prescription medication and/or FDA-approved over-the-counter medications?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever used any type of illegal drugs or narcotics?  <i>Examples of an illegal drug or narcotic would be, <b>but are not limited to:</b> cocaine, crack, etc.; Methamphetamine (Crystal Meth, or speed of any kind); Anabolic Steroids (after 1994), except prescription only or FDA-approved over-the-counter medications.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you used any controlled substance, other than marijuana, in the past 5-years?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you engaged in unlawful sexual misconduct?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you used marijuana in the past 24-months?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you received a discharge from the United States armed forces that was other than honorable?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you demonstrated an unwillingness to honor fiscal contracts or just debts?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you engaged in any other conduct or pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in law enforcement?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your driver’s license been suspended as a result of excessive traffic violations or any other act that would automatically suspend your driver’s license or received a suspended driver’s license from another state as a result of similar circumstances?

*If one or more of these disqualifiers pertains to you, be prepared to fully disclose the facts, circumstances, or details as part of a thorough background investigation and polygraph phase of the selection process.*

**I certify that I have read and understand the Automatic and Discretionary Disqualifiers associated with the Emporia Police Department positions.**

Signature \_\_\_\_\_ Date \_\_\_\_\_