

BROWN DEER POLICE DEPARTMENT
Police Sergeant
Due August 15, 2008; 12:00 PM

Introduction

READ ALL INSTRUCTIONS FOR THIS APPLICATION CAREFULLY

Follow all instructions completely and precisely. Failure to return this application as prescribed could negatively affect your chances for employment.

Your filing of an application with the Brown Deer Police Department implies a serious intent on your part to pursue a supervisory career in law enforcement.

Effective supervisory law enforcement demands teamwork, attention to detail and thoroughness, as well as willingness to prepare for, and respond to, life-threatening situations. Teamwork requires hard work, cooperation, and the ability to take and follow instructions precisely.

Your application is the first step toward realizing a supervisory career in law enforcement. Based on it, the Police Department staff who is responsible for reviewing your application and test results, conducting interviews and determining the best candidates for Brown Deer, will obtain their first impression of you.

Completing the Application Form

Answers must be **PRINTED** legibly or **TYPED** in **BLACK ink**. Answer all questions. If a question is not applicable to you, mark it N/A (not applicable). Read through the entire application before answering any questions. Applications that are illegible or are improperly or incompletely filled out will not be considered.

Provide all facts in your experience and training that indicate your qualifications for the type of position you are seeking. If the space provided is not sufficient, attach a continuation sheet and number your answer(s) to correspond with the question(s) being answered. If you wish to furnish additional information, attach sheets of the same size as the application.

Filing the Completed Application

The application must be mailed or delivered to the Brown Deer Police Department, 4800 West Green Brook Drive, Brown Deer, WI 53223 and must be received by **12:00 p.m., Friday, August 15, 2008**. No application will be accepted after the stated date and time.

Accuracy of Information Required

All statements are subject to verification. Incorrect statements will bar you from employment, or if discovered after employment, be cause for dismissal. Further, any misrepresentation or misstatements in regard to any material fact contained in the application, or in the certificates of persons vouching for the character of the applicant, made at the applicant's request, or with the applicant's knowledge, shall be sufficient cause for excluding the applicant from the examination, or removing the applicant's name from the eligibility list, or for discharge from employment.

Equal Opportunity and Affirmative Action Affirmation

The Village of Brown Deer reaffirms its policy of nondiscrimination as specified by State and Federal law.

Residency Requirement

Residency is not required in the Village of Brown Deer; however, a distance requirement of 20 miles is in effect for employees hired after August 6, 1990.

Minimum Candidate Qualifications

All candidates must be citizens of the United States, in good health, be 18 years of age or older, possess an Associate Degree in Police Science or related field, and be able to successfully pass a background check. Candidates possessing a Bachelor's Degree in Law Enforcement/Police Science and certification by the Wisconsin Law Enforcement Standards Board may receive special consideration. If an offer of employment is given, it will be made conditionally based upon the candidate's successfully passing a background investigation; medical examination (including a drug screening) and psychological examination.

All candidates must be in possession of the minimum qualifications prior to employment with the Village of Brown Deer

**SEND ORIGINAL ONLY - DO NOT DUPLICATE
BROWN DEER POLICE DEPARTMENT
DUE FRIDAY, AUGUST 15, 2008; 12:00 PM**

CHECK LIST OF ITEMS THAT MUST BE INCLUDED WITH APPLICATION.

Following is a list of items that are required to be returned with your application. Please check off the items to make sure that you have included all required items. Any missing items may be cause for rejection of your application.

1. Completed application and any supporting forms.
 - A. All information LEGIBLY PRINTED IN BLACK INK OR TYPWRITTEN

2. WHERE DID YOU OBSERVE THE AD FOR THE POSITION OF POLICE SERGEANT?

___ Village of Brown Deer Web Site

___ Law Enforcement Bulletin

___ WILENET

___ jobing.com

___ lawenforcementjobs.com

___ _____
other

3. This page with items checked.

MAIL/DELIVER COMPLETED APPLICATION PACKET
ALONG WITH THIS PAGE WITH CHECKED ITEMS TO:
BROWN DEER POLICE DEPARTMENT
ATTN: RECRUITMENT
4800 WEST GREEN BROOK DRIVE
BROWN DEER, WI 53223

Filing Deadline: 12:00 p.m., Friday, August 15, 2008

VILLAGE OF BROWN DEER POLICE DEPARTMENT

4800 West Green Brook Drive
Brown Deer, WI 53223
414-371-2900

Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT
POLICE SERGEANT
DUE: AUGUST 15, 2008; 12:00 PM

The information provided is for official use only and will not be released to any unauthorized person(s) nor will it be used to discriminate against any applicant.

All information must be **printed legibly** in **BLACK** ink or **typewritten**. All questions must be answered, if applicable. If not, indicate N/A (not applicable). Applications which are not complete and/or legible will not be considered. If you need additional space for any answer or information, attach sheets of paper of the same size as this application and number the answer(s) to correspond with the question(s). Only original applications will be accepted.

1. APPLICANT INFORMATION

| |
|---|
| NAME (Last, First, Middle) |
| ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? ___No ___Yes |
| HAVE YOU APPLIED TO THIS DEPARTMENT BEFORE? ___No ___Yes If Yes, what position: _____ Date: _____ |
| ARE YOU CERTIFIABLE BY THE WISCONSIN LAW ENFORCEMENT STANDARDS BOARD? ___No ___Yes WHERE CERTIFIED: _____ SCHOOL DATE |

2. RESIDENCE INFORMATION

| |
|--------------------------------|
| Present address (include ZIP): |
|--------------------------------|

| | |
|-------------------------------|-------------|
| Telephone Number: Home () | Work () |
|-------------------------------|-------------|

List ALL your places of residence during the past seven(7) years. Include addresses while attending school if away from home, and all military addresses including any off military base.

| Dates: (From-To) | Address | City/State/ZIP |
|-------------------------|----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

3. EDUCATIONAL INFORMATION

HIGH SCHOOL

| School | Location | Dates | Course | Degree |
|---------------|-----------------|--------------|---------------|---------------|
| | | | | |
| | | | | |

COLLEGE

| School | Location | Dates | Course | Degree |
|---------------|-----------------|--------------|---------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5. EMPLOYMENT

List chronologically all employment, including summer and part-time employment. (Even employment while attending school.) All times must be accounted for.

| DATES | NAME AND ADDRESS OF EMPLOYER | POSITION/KIND OF WORK |
|--|---|--|
| <p style="text-align: center;"><u>Dates</u></p> <p>From: 01-01-05 To: Present</p> <p>Full Time <input checked="" type="checkbox"/> Part Time</p> <p>Annual Salary/Wage: \$45,000</p> | <p style="text-align: center;">SAMPLE</p> <p>Name: ABC Police Department Street: 1234 N. Any Street City/State/Zip: My Town, WI 55555</p> <p>Supervisor's Name/Telephone Number: Ms. Jane Doe; 444-555-6666</p> <p>May we contact your employer/supervisor? Yes: <input checked="" type="checkbox"/> No:</p> | <p>Position: Patrol Officer for local police department. Provide protective services as directed by Village Ordinances and State Statutes.</p> <p><u>Reason for leaving:</u> Current employer.</p> |
| <p style="text-align: center;"><u>Dates</u></p> <p><u>From:</u> <u>To:</u></p> <p><u>Full Time</u> <u>Part Time</u></p> <p><u>Annual Salary/Wage:</u></p> | <p><u>Name:</u></p> <p><u>Street:</u></p> <p><u>City/State/Zip:</u></p> <p><u>Supervisor's Name/Telephone Number:</u></p> <p>May we contact your employer/supervisor? Yes: No:</p> | <p>Position:</p> <p><u>Reason for leaving:</u></p> |
| <p style="text-align: center;"><u>Dates</u></p> <p><u>From:</u> <u>To:</u></p> <p><u>Full Time</u> <u>Part Time</u></p> <p><u>Annual Salary/Wage:</u></p> | <p><u>Name:</u></p> <p><u>Street:</u></p> <p><u>City/State/Zip:</u></p> <p><u>Supervisor's Name/Telephone Number:</u></p> <p>May we contact your employer/supervisor? Yes: No:</p> | <p>Position:</p> <p><u>Reason for leaving:</u></p> |

5. EMPLOYMENT (continued)

List chronologically all employment, including summer and part-time employment. (Even employment while attending school.) All times must be accounted for.

| DATES | NAME AND ADDRESS OF EMPLOYER | POSITION/KIND OF WORK |
|---|--|---|
| <p><u>Dates</u></p> <p><u>From:</u> <u>To:</u></p> <p><u>Full Time</u> <u>Part Time</u></p> <p><u>Annual Salary/Wage:</u></p> | <p><u>Name:</u></p> <p><u>Street:</u></p> <p><u>City/State/Zip:</u></p> <p><u>Supervisor's Name/Telephone Number:</u></p> <p>May we contact your employer/supervisor? Yes: No:</p> | <p><u>Position:</u></p> <p><u>Reason for leaving:</u></p> |
| <p><u>Dates</u></p> <p><u>From:</u> <u>To:</u></p> <p><u>Full Time</u> <u>Part Time</u></p> <p><u>Annual Salary/Wage:</u></p> | <p><u>Name:</u></p> <p><u>Street:</u></p> <p><u>City/State/Zip:</u></p> <p><u>Supervisor's Name/Telephone Number:</u></p> <p>May we contact your employer/supervisor? Yes: No:</p> | <p><u>Position:</u></p> <p><u>Reason for leaving:</u></p> |
| <p><u>Dates</u></p> <p><u>From:</u> <u>To:</u></p> <p><u>Full Time</u> <u>Part Time</u></p> <p><u>Annual Salary/Wage:</u></p> | <p><u>Name:</u></p> <p><u>Street:</u></p> <p><u>City/State/Zip:</u></p> <p><u>Supervisor's Name/Telephone Number:</u></p> <p>May we contact your employer/supervisor? Yes: No:</p> | <p><u>Position:</u></p> <p><u>Reason for leaving:</u></p> |

6. MILITARY RECORD

Have you ever been in the armed forces of the United States?

No Yes, highest rank attained:

Branch of Military Service: _____ Serial Number: _____

Dates of Active Duty: _____

Type of Discharge: _____ Basis for Discharge: _____

Member of Reserve? No Yes Ready Standby Service

Was any type of disciplinary action taken against you in service which remains a part of your permanent record? No Yes, of what nature?

Basis: Active duty between 08/27/1940 and 07/25/1947

Eligible for armed forces expeditionary medal

Active duty between 06/27/1950 and 01/31/1955

Called into active duty pursuant to S.1 Executive Order 5 10977
(Berlin crisis 1961 call-up)

Activity duty 08/05/1964 to 07/01/1975 except for training purposes

Desert Shield/Desert Storm

Operation Enduring Freedom

Operation Iraqi Freedom (or related Iraq Operations)

7. GENERAL INFORMATION

If there is any additional information not requested herein which you believe relevant to your ability to perform the duties and responsibilities of a police sergeant, you may provide this information for consideration. Give details below. (Attach additional sheet if necessary).

8. DATA NEEDED FOR BACKGROUND CHECK

| |
|-------------------------|
| Date of Birth: |
| Place of Birth: |
| Social Security Number: |

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment. I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that withholding information or making false statements on this application will be the basis for dismissal. I agree to these conditions, and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge.

Legal Signature of Applicant

Date

BROWN DEER POLICE DEPARTMENT
AUTHORIZATION FOR RELEASE OF INFORMATION
(For Official Use Only)

I hereby authorize the Brown Deer Police Department or its representative being this release to, within one(1) year of its date, obtain information and records pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies.
2. Selective Service System.
3. Any banking institution.
4. Any place of business (for purposes of obtaining credit or employment data).
5. Credit rating bureaus or institutions maintaining individual credit rating files.
6. Any previous employer.
7. Present employer.
8. Any school, college, university or education institution.
9. Any office, clinic, sanatorium or hospital where illnesses, injuries and/or deterioration (physical and/or mental in nature) are diagnosed and treated.
10. Any records kept by landlords of present and past residences.

I hereby release any Municipal, State or Federal law enforcement agency, individual or institution, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to this blanket authorization:

1. _____
2. _____
3. _____

Print Name/Signature

Date

Address (Street and Number)

City, State ZIP

WITNESS Print Name/Signature

Date

BROWN DEER POLICE DEPARTMENT
APPLICANT CONSENT FORM FOR DRUG SCREEN

I understand that the Village of Brown Deer Police Department has a policy against the use, possession, or distribution of illegal drugs by its employees. I further understand and acknowledge that the Village of Brown Deer Police Department is in compliance with the U.S. Department of Justice and the Drug-Free Workplace Act of 1988.

I hereby consent to the taking of urine, blood, and/or hair samples by the Village of Brown Deer Police Department for purposes of the drug screen program and the testing of such samples by any drug testing laboratory designated by the Village of Brown Deer Police Department. I hereby further consent to the release of any test reports of such samples from the laboratory to the Village of Brown Deer Police Department and to the use of all such reports or other information in the assessment of my eligibility for employment.

I release and discharge the Village of Brown Deer Police Department, its administrators, staff officers and agents from any claim or liability arising from such test(s), including the testing process and procedures, the analysis and disclosure of the results. If I should refuse to participate, I understand that I will not be considered for employment.

Agree: _____ Date: _____
Applicant's Signature

Name: _____ DOB: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone Number: _____ Social Security Number: _____

Counter-Signature: _____ Date: _____
To Be Signed At Collection Facility Only

Refusal: _____ Date: _____
Applicant's Signature