

Guttenberg Police Department



Employment Application

Applicant Name: _____

Deadline to Return Application: _____

Mail application and release form to:

Guttenberg Police Dept.
P.O. Box 580
Guttenberg, IA 52052-0580

Read these instructions carefully before proceeding.

IT IS ESSENTIAL THAT ALL INFORMATION BE CORRECT AND COMPLETE!

Your application will be used as a basis for a background investigation that will determine your qualifications for a position with the Guttenberg Police Department.

GENERAL REQUIREMENTS:

To be a police officer in the State of Iowa, a person must be certified by the Iowa Law Enforcement Academy (ILEA). The Iowa legislators have given ILEA authority “to set standards, for the law enforcement service” in the State of Iowa. If a person cannot or will not meet these standards, they cannot be certified. Local jurisdictions may use stricter criteria than ILEA to select police officer candidates. A detailed explanation for the minimum standards for Iowa Law Enforcement officers can be found in the “Code of Iowa,” Chapters 80B & 400, plus the “Iowa Law Enforcement Academy’s Administrative Rules.” Some of the criteria are as follows:

All applicants must:

- Be able to perform the essential functions of the job.
- Have reached the age of 18 years by the established date of the written examination (Retirement) All Guttenberg full time officers become members of the Iowa Public Employees’ Retirement System (IPERS). Mandatory retirement is age 65. (See Chapter 411, “Code of Iowa”)
- Be a graduate of an accredited high school, or possess an equivalency certificate (GED).
- Be a citizen of the United States and a resident of the State of Iowa or intends to become a resident upon being employed.
- Is not by reason of conscience or belief opposed to the use of force when appropriate or necessary to fulfill his/her duties.
- Be able to speak, read, and write the English language.
- Not be addicted to alcohol or drugs. The City of Guttenberg has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol poses serious safety and health risks, not only to the user, but to all those who work with or come into contact with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace poses unacceptable risk to the safe, healthful, and efficient operations.
- Be of good moral character. (This implies that the conduct or character of any applicant must be such that his/her job performance as a police officer would not be impeded in any manner.)
- Not have been convicted of a felony or a crime involving moral turpitude. Moral turpitude is defined as “an act of baseness, vileness, or depravity in the private and social duties that a person owes to another person, or to society in general, contrary to the accepted and customary rule of right and duty between person and person.” It might include “justice, honesty, or good morals.” It might include “income tax evasion, perjury, assault, theft, indecent exposure, sex crimes, conspiracy to commit a crime, domestic abuse, stalking, illegal drug sales, or any offense in which a weapon was used in the commission of a crime.
- Must have a valid Iowa driver’s or chauffeurs license at the time of employment.

Application Instructions:

The ability to follow directions and complete paperwork properly is an important responsibility of a police officer.

1. Your application should be printed legibly in ink.
2. Answer questions completely. If a question does not apply to you, enter "N/A" in the space provided.
3. Avoid errors by reading the directions carefully before making entries on the form. Be sure your information is correct and in sequence before you begin.
4. YOU are responsible for obtaining COMPLETE and VALID addresses (including zip codes). You are also responsible for providing valid phone numbers where requested.
5. If there is insufficient space on the form, attach extra sheet. Be sure to reference the relevant section and question on any supplement pages or attachments.
6. If you have any questions concerning this form, please contact the police department at 563-252-3333.
7. The attached "Authorization for Release of Information" form must be completed and signed.
8. If offered a position with the Guttenberg Police Department, copies of the following documents may be required prior to commencing employment:
 - Photocopy of your driver's license
 - Photocopy of your High School diploma
 - College transcripts/diplomas
 - Photocopy of DD214 (military discharge form if applicable)
 - Photocopy of Naturalization papers (if applicable)
 - Photocopy of any certificates used in the determining the most qualified applicant.
9. Your failure to properly complete your application may result in the rejection of the application.

Be sure to return your application by the application date.

Selection Process

- Physical Agility Test will be notified of testing date via phone, mail, or email
- Written Exam will be notified of exam date via phone, mail or email
- Oral Interview Board
- Background Investigation
- Conditional Job Offer
- Psychological Screening
- Medical (Physical) Exam
- Final Job Offer (when position available)

Benefit/Work Conditions

- Attractive Salary Range
- Paid Vacation and Comp Time
- Uniform Allowance
- Paid Training
- Health and Prescription & Life Insurance
- Health Reimbursement Arrangement (HRA) for medical, vision expenses incurred by employee and his/her dependants eligible for health insurance coverage.
- IPERS Retirement plan
- PTO/Sick Leave

Police work is 24 hours a day, 365 days a year occupation. Officers work nights, weekends and holidays.

**Guttenberg Police Department
Application for Employment**

Date: _____ Position Applying For: _____

Last Name: _____ First Name: _____ Middle: _____

Race: _____ Sex: _____ Date of Birth: _____ Place of Birth: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____ Soc. Sec. _____

Alias/maiden or other names used: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____ @ _____

U.S. Citizen? _____ Yes _____ No

Current Address: _____ City _____ State _____ Zip _____

Family Information:

Father

Father's Full Name: _____ Date of Birth: _____

Father's Complete Address: _____ Phone Number: _____

Mother

Mother's Full Name: _____ Date of Birth: _____

Mother's Complete Address: _____ Phone Number: _____

If you have **stepparents**, list their name, date of birth, address and phone number(s) below:

Spouse's Full (Maiden) Name: _____ Date of Birth: _____

Spouse's Address if different from yours:

Spouse's Cell Phone Number: _____

If not married, with whom do you live? _____ Date of Birth: _____

List all **former spouses** with full name, date of birth, marriage dates, and current address and phone numbers:

Please list your **siblings** (brothers, sisters, half brothers, half sisters, step brothers, step sisters):

Relation: *Name:* *Date of Birth:* *Address:* *Phone Number:*

Contacts with Law Enforcement: Drivers License: _____ **State Issued:** _____

List all Traffic Citations regardless whether or not you were convicted:

<i>Charge</i>	<i>Agency</i>	<i>City</i>	<i>State</i>	<i>Disposition</i>	<i>Date</i>

List ALL arrests including juvenile arrests regardless whether or not you were convicted

<i>Charge</i>	<i>Agency</i>	<i>City</i>	<i>State</i>	<i>Disposition</i>	<i>Date</i>

Explain any other times you have been detained or questioned by police other than traffic violations.

Military Service

Have you ever been in the military or National Guard? _____ yes _____ no Type of Discharge: _____

Branch: _____ Enlisted Date: _____ Discharge Date: _____ Rank: _____

Have you served in the military during time of conflict? _____

Education:

High School Name: _____ Location: (City/State) _____

Dates Attended: _____ Did you graduate? _____ yes _____ no Year _____

Colleges and Trade Schools:

<i>Name of School</i>	<i>Location</i>	<i>Dates Attended</i>	<i>Total Hours</i>	<i>Degree Earned</i>

Employment

Start with your current employer and list all employers since you began working. It is your responsibility to provide valid phone numbers and complete addresses for each employer.

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address: _____ City _____ State _____ Zip _____

Salary: _____ Reason for Leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address: _____ City _____ State _____ Zip _____

Salary: _____ Reason for Leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address: _____ City _____ State _____ Zip _____

Salary: _____ Reason for Leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address: _____ City _____ State _____ Zip _____

Salary: _____ Reason for Leaving: _____

Residence History

List all locations where you have actually lived, regardless of period of time for the past ten (10) years beginning with your current address:

Do you own or rent your current home? _____ Landlord's name and phone # if renting?

<i>From</i>	<i>To</i>	<i>Address</i>	<i>City/State</i>	<i>Zip</i>	<i>Landlord Name & Phone #</i>

References

List character references that personally know you. Please try not to list employers or supervisors. Do not list people that do not regularly interact with you.

<i>From</i>	<i>To</i>	<i>Address</i>	<i>City/State</i>	<i>Zip</i>	<i>Name & Phone #</i>

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of the position you are applying for? _____ yes _____ no

Explain:

I _____ attest that all statements and information provided in this application are true and correct. I understand that any deliberate omissions or false statements will result in the rejection of my application.

Signed _____ Date: _____

AUTHORIZATION FOR EXAMINATION AND RELEASE OF INFORMATION

I, _____ do hereby authorize a review, full disclosure and release of any and all records concerning myself to any duly authorized officer, agent, or employee of the City of Guttenberg whether the records are of public, private, or confidential nature, with the following understandings:

1. The information reviewed, disclosed, or released may be used by the City of Guttenberg to determine employee eligibility.
2. I release the providers and users of the information collected pursuant to this authorization from any liability under state or federal privacy laws and further release the City of Guttenberg, its officers, agents and employees from any liability which may be incurred as a result of the collection and use of the information.
3. If this authorization is not sufficient to obtain access to certain records, it is understood that I may be requested to execute some other appropriate authorization or release, and that any failure to do so may be taken into consideration by the City of Guttenberg in their review of this application.
4. I understand that I may revoke this Authorization in writing at any time and the City of Guttenberg may take any such revocation of this Authorization in their review of the application.
5. This authorization will automatically expire one year of the date of signature.
6. A photocopy of this authorization will have the same force as the original.
7. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to this organization, within a reasonable time, for the disclosure of the nature and scope of the investigation. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever from this information.

Signature of Applicant

Date

