

Received Date: _____

Application Number: _____

BLYTHEVILLE POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE: _____

NAME: _____

LAST FIRST MIDDLE

PRESENT ADDRESS: _____

STREET CITY STATE ZIP

PERMANENT ADDRESS: _____

STREET CITY STATE ZIP

PHONE NUMBER _____

ARE YOU EITHER A U.S. CITIZEN OR ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? Yes ☐ No ☐

SPECIAL QUESTIONS: DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PRECEDING A QUESTION. THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION. OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

☐ ARE YOU 18 YEARS OR OLDER? Yes ☐ No ☐☐ Are you a U.S. citizen? Yes ☐ No ☐☐ ARE YOU 21 YEARS OR OLDER? Yes ☐ No ☐☐ Have you been convicted of a felony or misdemeanor within the last 5 years? ** Yes ☐ No ☐ Describe: _____☐ What Foreign Languages do you speak fluently? Read Write _____

☐ I understand and agree that I may be required to take one or more: ☐ physical examination: ☐ Drug test or screen ☐ lie detector test(s), (Police Officer Position) as a condition of hiring or continued employment. I agree to consent to take sure test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s). Yes ☐ No ☐ ** You will not be denied employment solely because of an arrest or conviction record. Unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

POSITION: ☐ Police Officer ☐ Other DATE YOU CAN START PRESENT SALARY _____

ARE YOU EMPLOYED NOW? Yes ☐ No ☐ MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? Yes ☐ No ☐

EVER APPLIED TO THIS COMPANY BEFORE? Yes ☐ No ☐ WHERE? WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NO OF YEARS ATTENDED*	DID YOU GRADUATE?*	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
TRADE, BUSINESS, COLLEGE, OTHER				

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

(CONTINUED ON OTHER SIDE)

GENERAL

SUBJECTS OR SPECIAL STUDY OR RESEARCH WORK _____

U.S. MILITARY OR
NAVAL SERVICE

RANK _____

PRESENT MEMBERSHIP IN NATIONAL GUARD
OR RESERVES Yes ☐ No ☐**FORMER EMPLOYERS (LIST BELOW THE LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)**

DATES EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

REFERENCE: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU KNOW AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

PHYSICAL RECORD: DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY
WORK FOR WHICH YOU ARE BEING CONSIDERED? YES ☐ NO ☐ IF YES, WHAT CAN BE DONE TO ACCOMMODATE

YOUR LIMITATION? _____

NOTIFY IN CASE
OF EMERGENCY _____

NAME

ADDRESS

PHONE

"I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT, IF EMPLOYED, ANY FALSIFIED STATEMENT ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE AN INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND I WILL RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM THE INFORMATION THAT IS RELEASED TO YOU. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND THAT I MAY, REGARDLESS OF THE DATE OF PAYMENT OF WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE."

DATE

APPLICANT SIGNATURE

FOR OFFICIAL USE ONLY

PHONE CONTACT

GENERAL WAIVERS

TEST DATE

PRELIMINARY INTERVIEW DATE

CONDUCTED BY

HIRED YES ☐ NO ☐ POSITION

SALARY/WAGE

HIRE / REPORTING DATE

COMMENTS

Blytheville Police Department Applicant Assessment Process

Minimum Qualifications

- Must be a U.S. citizen
- Must be a minimum of age 21
- Must possess a current and valid driver's license
- Must be a high school graduate or possess a GED equivalency
- Must have a minimum visual acuity of 20/100 uncorrected; corrected to 20/20
- Must have registered with the U.S. Selective Service System, or otherwise be exempt from such registration
- Must have the ability to read, write and speak the English language

Disqualifiers

- Any felony conviction including pardons and or expungement of record.
- Misdemeanor convictions or arrests involving crimes of domestic abuse, theft or moral turpitude.
- Discharge from any of the Armed Forces of the United States for unsuitability, unfitness or other misconduct
- Membership in a subversive organization
- Use of an alias with the purpose to defraud, mislead or evade
- Any intentional misrepresentation, falsification or omission of any material fact during the selection process
- Refusal to submit to medical, psychological, drug or **polygraph** (if required) tests / screens / examinations
- Failure of any medical, psychological, drug, or polygraph tests / screens / examinations
- Refusal to sign any document or release as required by the Blytheville Police Dept. assessment process

Discretionary Disqualifiers

The following disqualifiers may, upon review by the Blytheville Police Department, make you ineligible to work for the department:

- An inability to perform the essential functions of the position.
- Excessive traffic violations: DUI, reckless moving citations.
- Commission of a felony.
- Any discharge from the United States armed forces other than an honorable discharge.
- Debts - demonstrated an unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct of moral turpitude that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

Applicants must satisfactorily complete all of the following Minimum requirements:

- Physical Assessment Test(s) Pass / Fail
- Written Assessment Test(s)
- Skills Assessment Test(s)
- Background investigation
- Interview with department executive staff
- Passing recommendation from a medical examination
- Passing recommendation from a psychological examination

Blytheville Police Department Applicant Assessment Process

Physical Fitness Ability / Agility

The applicant will be administered the following physical fitness ability / agility tests and in the following order. Applicants must pass each individual requirement of this portion of the assessment process to continue on to the next. The department will make reasonable efforts to complete the initial assessment process including testing and primary interview in the same day for applicants traveling extended distances.

Physical Fitness Assessment Test(s): Each applicant will start the assessment process with the physical fitness ability / agility portion and must successfully complete each of the five tasks in order to continue in the selection process.

- 1. *Standing Vertical Jump:*** Applicant will stand next to a wall with either arm extended and touch the wall at a point as high as possible. The first “touch” will be the start mark. The applicant will have three attempts to jump with the extended arm and hand to increase the height of the second mark. A minimum height needed to pass the test and move on to the next requirement is 12 inches.
- 2. *Sit-Ups:*** The applicant will lie on their back with their knees bent at a 90 degree angle and the heels on the mat or ground. The feet may be together or apart but the heels must remain in contact with the mat or ground. The feet may be held, with hands behind the head or held to the chest. Do not arch the back or lift the buttocks. A repetition is counted after the shoulder touches the mat or ground and the applicant then touches the knees with their elbows or fists. All resting will be done in the up position. Minimum number needed to pass and move on to the next requirement is twenty-four (24) in one minute.
- 3. *Push-Ups:*** Hands should be placed approximately shoulder width apart. Feet may be together or up to twelve inches apart. The applicant’s body must remain in a straight line from the shoulder to the ankles through the exercise. A repetition is counted when the body is lowered to approximately four inches from the ground and then returned to the “locked out” elbows position with a straight back. All resting will be done in the up position. Minimum number needed to pass and move on to the next requirement is Seventeen (17) in one minute.
- 4. *1 Mile Run:*** This will be a timed run as a group with a maximum allowable run time of 12:24 (min/sec) to pass and move on to the next requirement.
- 5. *220 yrd / (1/8 mile) Run:*** This will be a timed run single or as a group with a maximum allowable run time of 53 seconds to pass and move on to the next requirement.
- 6. *Hand Dexterity:*** The Applicant will load a semi-automatic pistol clip with 10 dummy rounds, load the clip into a pistol, successfully steady and aim the weapon pulling the trigger 10 times single handed with each hand then unload the clip from the pistol in 1:33 (min/sec) to pass and move on to the next requirement.

Blytheville Police Department Applicant Assessment Process

Written / Skills Test(s)

The applicant may be administered any number of written or skills tests and in any order. Pass / Fail levels on any written or skills test(s) will be announced prior to the testing period. Applicants will have 2 hours to study provided study guides prior to taking the written police officer examination test. The department will make reasonable efforts to complete the initial assessment process including testing and primary interview in the same day for applicants traveling extended distances.

Written Police Officer Examination Test: The Applicant has two and one-half (2 ½) hours to complete approximately 150 multiple-choice questions measuring the applicants following abilities:

- Verbal Comprehension
- Memory for Relationship
- Memory for Ideas
- Paired-Associate Memory
- Spatial Orientation
- Semantic Ordering
- Problem Sensitivity
- Spatial Scanning
- Induction

The general instructions are as follows: The questions are of the multiple-choice kind. Applicants are given four answers for each question and they must decide which one of them is the best answer. The Assessment Process administrator will provide complete instruction and examples prior to administering the test.

Spelling Test: Applicants are given 25 basic words that would be used in law enforcement.

Grammar : Applicants choose the correct punctuation and or wording for a series of pre-written sentences

Keyboarding: Applicants are given a pre-written paragraph and a time limit to correctly type as many words as they can. The test is graded on standard words per minute typed with errors.

Report Writing: Applicants view a recorded scenario and are allowed to take written notes. After applicant's watch the scenario, they are given 30 minutes to write a report. The applicants abilities will be judged on the following:

- Listening skills
- Written communication skills
- Spelling
- Grammar
- Ability to document information in a clear and concise manner
- Neatness

Role Play: Applicants are required to interact with an individual who is following a scripted or predetermined series of events to determine the applicants ability to interact with others in areas such as problem solving, or teamwork, confrontations or public relations.

Blytheville Police Department Applicant Assessment Process Pay Scale and Notification of Residency Requirement

Residency Requirement:

As a condition of continued employment with the city, uniformed employees (Police Officers) of the Blytheville Police Department must reside within Mississippi County. Employees must establish such residency not later than 6 months following their date of hire.

Salaries: (unofficial subject to change)

Patrol Officer I: Applicants with no prior Law Enforcement experience or do not meet the educational requirements will begin their career with the Blytheville Police Department at Officer I. Salary includes 120 hours of Vacation, and 88 hours of holiday pay. Officers also receive Sick Days and Paid Health Insurance. At the end of their first year of employment with the department they will move to Officer II status and receive pay at that level.

Patrol Officer II: Applicants with prior Law Enforcement experience considered a lateral transfer that will not require full academy training will begin their career with the Blytheville Police Department at this level. Including Holiday Pay, 120 hours of Vacation, Sick Days and Paid Health Insurance for the Officer.

Applicants:

Officer applicants with no prior Law Enforcement experience will be required to take each phase of the employment assessment.

Officer Lateral Transfers are those applicants that are currently employed as full-time certified law enforcement officers of another jurisdiction having never worked for the Blytheville Police Department. The lateral transfer applicant may be required to complete some of the assessment examinations. If hired they will start at the Patrolman II pay scale.

Applicants or re-hires with certified Full-Time Law Enforcement experience that have not maintained employment as a full-time Law Enforcement Officer for six months or more are required to undergo a medical physical and psychological evaluation and may be required to complete some of the assessment examinations.

All applications will be held on file with the Blytheville Police Department for a period of one year. Open positions do not guarantee an applicant will be contacted, tested, interviewed or employed. If you have been contacted and entered into the assessment process but are not hired you may re-apply at anytime understanding that you may not be suited for employment with the Blytheville Police Department. Applicants that are not immediately hired but remain suited for employment may be contacted at anytime for employment or re-assessment purposes. Test results remain valid for 6 months.

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Blytheville Police Department

201 West Walnut Street Blytheville, AR 72315

Telephone (870) 763-4411

General Waiver of Responsibility Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: I the undersigned in consideration of being permitted to participate in any way in the Blytheville Police Department applicant assessment process that includes but is not limited to an extensive background investigation and physical fitness ability and agility examinations do hereby authorize their officers, employees or other agents to investigate and compile a complete history of my former employment history, credit history, arrest record, criminal history, school record etc. I hereby release any and all law enforcement agencies, places of credit, schools, former or present employers, etc. and all persons acting under them, from all liability for damages whatsoever for furnishing any information concerning me from their files to the Blytheville Police Department. I the undersigned further agree that I shall not hold the City of Blytheville, Arkansas, the Blytheville Police Department, or any of its employees responsible for any injury or damage I may receive or cause to myself during or as a result of a Background Investigation, Physical Fitness Ability / Agility and or other examinations conducted by the Blytheville Police Department. I the undersigned, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the Blytheville Police Department, City of Blytheville, its officers, employees, agents and or those assisting them from liability from any and all claims including the negligence of The Blytheville Police Department / City of Blytheville its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Blytheville Police Department applicant assessment process that includes but is not limited to an extensive background check and physical fitness ability/agility examinations.

Assumption of Risks: Participation in the Blytheville Police Department applicant assessment process carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries or damages. I hereby assert that my participation is voluntary and that I knowingly assume all such risks agree to **INDEMNIFY AND HOLD** The Blytheville Police Department and City of Blytheville or those who provide information from their files to them **HARMLESS** from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Blytheville Police Department applicant assessment process. The undersigned further expressly agrees that the foregoing Waiver and Assumption of Risk Agreement is intended to be as broad and inclusive as is permitted by the law, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I the undersigned have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that in fact the signature that appears on this document is my own and that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability.

Applicant's Signature _____ Date _____

Administrator's Signature _____ Date _____

Subscribe and sworn to before me, a Notary Public, in and for the County of Mississippi, State of Arkansas, this the

_____ day of _____, _____.

Notary Public

Commission Expires

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City of Blytheville

Blytheville Police Department

Equal Opportunity Employer

The City of Blytheville is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap or veteran status as required by all federal and state laws. Furthermore, the City does not discriminate on the basis of disability.

American with Disabilities Act

The City of Blytheville abides by the requirements of the Americans with Disabilities Act and state laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace shall notify the Personnel Office. It shall be the responsibility of a qualified individual with a disability to request reasonable accommodation in the hiring process or in the workplace.

At-Will Employer

The City of Blytheville is an at-will employer. This means that the City of Blytheville or any city employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

Authorization for the Release of Information

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Blytheville Police Department, I recognize that two essential characteristics for anyone entering the law enforcement profession are honor and integrity. I further recognize the need for the Blytheville Police Department to conduct an extensive background check on every applicant.

With this recognition in mind, I hereby authorize the Blytheville Police Department and its authorized representatives in possession of this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education, juvenile court, psychological, or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the Blytheville Police Department. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any law enforcement agency, court, school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment 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 attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, court, law enforcement, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Full Name (Print): _____

Address: _____

Telephone Number: (_____) _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____, _____,
in and for _____ county, in the state of _____.

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____

AFFIDAVIT

STATE OF ARKANSAS

_____, being first duly sworn on oath, states as follows:

My name is _____. I am applying for an employment position with the Blytheville Police Department. As part of my background investigation, I have been asked to provide this sworn affidavit to attest to whether I have ever been the subject of a domestic violence investigation; a protective order related to domestic violence or an arrest based on a domestic violence charge. I understand that as a condition of employment, this background investigation requires that I provide this information. This is necessary to ensure that I meet the criteria for employment with the Blytheville Police Department. I understand that this information is necessary due to federal statutes which disqualify certain individuals from possessing firearms.

Signature

Subscribed and sworn to before

me this _____ day of _____ 20____

Notary Public, County of _____ State of _____

My Commission Expires: _____

AFFIDAVIT

STATE OF ARKANSAS

_____, being first duly sworn on oath, states as follows:

My name is _____. I am applying for an employment position with the Blytheville Police Department. As part of my background investigation, I have been asked to provide this sworn affidavit to attest to whether I have any social network accounts. I understand that as a condition of employment, this background investigation requires that I voluntarily provide access to any such social network accounts I may have. This is necessary to ensure that I meet the criteria for employment with the Blytheville Police Department. I understand that this information in itself will not disqualify me from employment, but will provide the department with additional information that will assist in a reasonable employment background investigation.

Signature

Subscribed and sworn to before

me this _____ day of _____ 20____

Notary Public, County of _____ State of _____

My Commission Expires: _____