



Town of West Tisbury

Police Department

P.O. Box 520, 454 State Road

West Tisbury, Massachusetts 02575

508-693-0020

wtpd@wt-pd.com

Matthew L. Mincone
Chief of Police

APPLICATION FOR EMPLOYMENT

Check Position(s) Sought:

Full Time _____ Community Service Officer _____ Other _____

1. These forms must be typewritten or printed in blue or black ink by the applicant himself/herself.
2. All questions must be answered, if applicable. If not applicable indicate by "n/a".
3. Failure to answer any and all questions truthfully, accurately or completely shall result in the applicant's disqualification, or if discovered after an individual is hired, termination from employment.
4. If the space provided is not sufficient for complete answers, or you wish to make additional comments, attach sheets the same size as these forms and indicate to which question those sheets pertain.
5. You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are accurate.
6. If, after submitting this application, you become no longer interested in appointment, please notify the Chief of Police in a timely manner.
7. All applicants must submit the following documents with their applications:
 - a. A copy of your High School Diploma or Equivalency Certificate.
 - b. A copy of your birth certificate.
 - c. A copy of your social security card.
 - d. A copy of your driver's license.
8. Writing sample – Please submit with your application a handwritten 50-word essay explaining why you are seeking employment with the West Tisbury Police Department. A handwritten cover letter is sufficient.
9. A Criminal Offender Record Information (CORI) check will be performed on each individual who submits an application for employment with this police department.

I have read and understand the above instructions.

Signature of Candidate

Date

This application will be held on file for a period of one year. Date Received: _____

PLEASE READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or disability (which is also covered under the Americans with Disabilities Act). Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. Further, the Laws of Massachusetts prohibit some or all of the above stated discrimination as well as some additional types, such as discrimination based upon ancestry, sexual orientation and marital status.

Questions with an asterisk (*) immediately to the left of the question are optional. Although the information is useful in our examination of applicants, your decision not to answer any or all of the asterisk questions will not be held against you.

I. PERSONAL HISTORY

a. **Name:** _____
(Last) (First) (Middle)

▶ Other names used (any names by which you have been legally known):

Name: _____ Date used: _____ Reason used: _____

b. **Miscellaneous** information: ▶ Date of Birth: _____ ▶ Social Security Number: _____

▶ *Weight (without clothes): _____ *Height (without shoes): _____

c. **Phone** number (home): _____ Phone number (work): _____

d. **Address:** _____
(P.O. Box) (Street & Number)

(City or Town) (State) (Zip Code)

▶ How long have you lived at this address? _____

e. **Housing:** ▶ Do you have a place to stay for the summer: Own () rent () live with parents () other () Please describe: _____

f. **Financial information:**

▶ Do you owe money for any of the following? If yes, please give the details and amount owed.

Traffic fines, parking tickets, excise taxes, moving violations or income taxes? Yes () No () Details: _____

▶ Do you owe the maximum on 3 or more credit card accounts for which you are responsible? Yes () No ()

g. **Legal:** ▶ Are you a member of the Bar? Yes () No () If yes, when admitted and in which state(s) or Federal courts?: _____

▶ Do you have any court suits pending against you? Yes () No () If yes, please give the details: _____

h. **Employment information:** ▶ Are you lawfully eligible for employment in the United States? Yes () No ()

▶ Do you have a relative employed by the Town of West Tisbury? Yes () No () If yes, give name and relationship: _____

▶ Do you personally know any police officers working for this department: Yes () No () If yes, please list:

▶ Have you ever previously submitted an application to or worked for the Town of West Tisbury? Yes () No () If yes, please state the department(s), position(s) and date(s):

▶ Are you willing to work any shift, including nights, holidays or weekends? Yes () No () If no, please explain:

▶ Are you available to attend Court during the day if required? Yes () No () If there are any limitations, please specify:

▶ If your application is considered favorably, what date can you start?

▶ What is the last day of the season you can work?

i. **Driving history:** ▶ Do you possess a valid MA Driver's License? Yes () No ()

▶ Driver's License #:

▶ Was your driver's license in this state, or any state, ever suspended or revoked: Yes () No () If yes, please explain:

II. EDUCATION

▶ List the names, addresses and dates of completion for the following schools you attended:

	School Name, address and phone	Completed Yes/ No	Number of years attended:	Degree	Major
High School					
College					
Police Academy (indicate R/I or full-time)					
Other: (Equivalency, Graduate, etc.)					
Courses currently studying:					

▶ Were you ever dismissed from a school or was any disciplinary action, ever taken against you during your scholastic career? Yes () No () If yes, please give the following information:

School: Date: Action Taken:

► List awards, honors, citations, positions held in school organizations, athletic endeavors, or other special recognition you received while attending school. _____

► List any special abilities, interests, sports, hobbies, languages along with degree of proficiency:

Ability, interest, sport, hobby, language:	Degree of proficiency:

► List any computer software, office machines, typing ability or special equipment with which you have experience, along with degree of proficiency:

Software, machine, typing, equipment:	Degree of proficiency:

III. EMPLOYMENT HISTORY

► Beginning with your current position(s), list all present and past employment, including summer and part-time employment and volunteer positions.

Current Position:

Does this employer know you are looking elsewhere? Yes () No () May we contact this employer? Yes () No ()

Dates:		Name, address and phone of employer:	Rates of Pay:		Supervisor's name and phone number:
From Mo./ Yr.	To Mo. / Yr.		Start	Finish	
Reason for Leaving:					

Past Positions:

Dates:		Name, address and phone of employer:	Rates of Pay:		Supervisor's name and phone number:
From Mo./ Yr.	To Mo. / Yr.		Start	Finish	
Reason for Leaving:					

Dates:		Name, address and phone of employer:	Rates of Pay:		Supervisor's name and phone number:
From Mo./ Yr.	To Mo. / Yr.		Start	Finish	

Reason for Leaving:					

Dates:		Name, address and phone of employer:	Rates of Pay:		Supervisor's name and phone number:
From Mo./ Yr.	To Mo. / Yr.		Start	Finish	
Reason for Leaving:					

Dates:		Name, address and phone of employer:	Rates of Pay:		Supervisor's name and phone number:
From Mo./ Yr.	To Mo. / Yr.		Start	Finish	
Reason for Leaving:					

▶ Have you ever been fired or forced to resign because of misconduct or unsatisfactory performance? Yes () No () If yes, please explain: _____

▶ Are you eligible for rehire with each of your former employers? Yes () No () If yes, please explain: _____

IV. MILITARY SERVICE

▶ Have you ever served in the Armed Forces of the United States? Yes () No () If yes, please describe:

Dates of Active Duty: From (MM/YY) _____ To (MM/YY) _____ Type of Discharge: _____

Date of Discharge: (MM/YY) _____ Member of the Reserves? Yes () No () Branch: _____

V. REFERENCES

List three references that are not family. You may use no more than one former or present employer and no more than one teacher. The references should be responsible adults, have a reputable standing in their community and have known you for a minimum of 5 years. All references may be asked to appraise your character, ability, experience, personality and other qualities.

▶ **Reference 1:**

Name: _____ Phone: _____

Address: _____

How does this person know you?: _____

How long has this person known you?: _____

► **Reference 2:**

Name: _____ Phone: _____

Address: _____

How does this person know you?: _____

How long has this person known you?: _____

► **Reference 3:**

Name: _____ Phone: _____

Address: _____

How does this person know you?: _____

How long has this person known you?: _____

VI. CRIMINAL RECORD

Note: With regard to questions in this section, under Massachusetts Law, you may answer "no record" if any of the following circumstances are applicable:

- a. You have never been arrested for a violation of a criminal statute;
- b. You have been arrested but have never been tried for a criminal offense;
- c. You have been tried for a criminal offense but were not convicted;
- d. You have a first conviction for any of the following misdemeanors:

drunkenness	simple assault	speeding
minor traffic violation	affray	disturbance of the peace
- e. You have not been convicted of a criminal offense within five years before the date of this application and you have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than five years before the date of this application;
- f. You have a felony or misdemeanor conviction which has been sealed pursuant to Massachusetts Law;
- g. You have juvenile delinquency or child in need of services complaints that were not transferred to Superior Court for prosecution.

If you need more room for the following section use an additional sheet of paper and check here: _____

► Have you ever been convicted of a felony, been a defendant in any civil action, subject of any petition for restraining order, been sentenced to imprisonment after conviction of a crime, been convicted of a narcotic drug or sexual offense, a misdemeanor (other than those listed in d above) more than 5 years ago that resulted in a jail sentence from which you were released from jail in the last 5 years or been convicted of a misdemeanor within the last 5 years (other than a first conviction of those listed in d above)? Yes () No () If yes, please describe the offense involved, date of offense, court in which you were convicted, docket number, disposition and any mitigating circumstances: _____

► Are you currently under charge for any criminal offense on which you are awaiting trial or final disposition? Yes () No () If yes, please describe the offense involved, date of offense, court in which you were convicted, docket number, disposition and any mitigating circumstances: _____

VII. FIREARMS

► Do you have any experience with firearms? Yes () No () If yes, please explain: _____

► Have you hold a current license to carry firearms? Yes () No () If yes, please specify:

Issuing agency:	Type of license:	Date of expiration:	Reason:	License number:

► Have you ever held been issued a Firearms Identification Card? Yes () No () If yes, please specify:

Issuing agency:	Date of issue:	License number:

► Have you ever applied for and been denied a license to carry firearms or Firearms Identification Card or had either suspended or revoked? If yes, please provide the details, including the date of denial, person denying the application and reason:



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CORI CHECK ACKNOWLEDGEMENT

I, _____ residing at _____, acknowledge that a Criminal Offender Record Information (CORI) check will be performed as part of the department's hiring process. I further acknowledge that a refusal to allow a CORI check to be performed will cause my application to no longer be considered for employment.

Signature

Date

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW INDICATING
THAT YOU UNDERSTAND AND AGREE TO THE TERMS AS STATED.**

I understand that a physical, which may include a drug screening urinalysis, may be required after an employment offer has been made. I understand that this is not a contract of employment and I, or the municipality may sever the application for employment process at any time for any reason. Any oral or written statement to the contrary, including any with are made by a West Tisbury representative, are disavowed and may not be relied upon by any prospective or existing employee.

I understand also that this Department has established day and night duty shifts for which I must be available as required. 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 willfully withholding information or making false statements on this application will be the basis for rejection of my application or dismissal from the Department. 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. I hereby give the West Tisbury Police Department authorization to contact any person reasonably related to the character and fitness investigation and to request that an independent credit report be prepared as to my financial condition. I also authorize any person contacted to share written and oral information, which is reasonably related to the public safety position for which I am applying.

Finally, I hereby release, discharge and exonerate this municipality, its agents and representatives, and any person furnishing or receiving information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or other information or investigations made by or on behalf of this municipality. This authority shall continue until revoked in writhing by the undersigned.

Date

Signature of Applicant

COMMONWEALTH OF MASSACHUSETTS

_____, SS.

I, _____, being duly sworn, depose and state I am the above named person. I signed the foregoing statement. I personally read and printed by hand or typewriter/printer answers to each and every question therein and I do solemnly swear that each and every answer is full, true and correct in every respect.

Signature of Applicant

Sworn before me this _____ day of _____, 200_____.

Notary Public

My Commission Expires: _____

General Release

Date: _____

I, _____, born at _____

On _____, having filed an application for employment with the West Tisbury Police Department, consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied and such information as may be, received, reported to the appointing authority. I agree to give any further information, which may be required in reference to my past record.

I also authorize and request, every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the police department any such information, including documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the police department or any of its agents or representatives to inspect and make copies of such documents, records and other information.

Specifically, I hereby authorize the release of the date or records to any authorized representative of the West Tisbury Police Department.

I hereby release, discharge and exonerate the West Tisbury Police Department its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the West Tisbury Police Department. This authority shall continue for one year unless sooner revoked in writing by the undersigned.

Signed

Witness

Address

Credit Check Authorization

I, _____ residing at _____,

Massachusetts authorized the West Tisbury Police Department's Police Chief or his/her designee to my Credit Report for pre-employment purposes.

Date: _____ Signed: _____