

# MILTON TOWNSHIP POLICE DISTRICT

## APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*





# MILTON TOWNSHIP POLICE DISTRICT

## APPLICATION FOR EMPLOYMENT

### **Elements of the selection process for a sworn officer may include:**

- Fitness test
- Initial Interview
- Job Related Skills Evaluation
- Written Test
- Background Investigation
- Oral Panel Interview
- Voice Stress Analyzer (VSA) Examination
- Drug Test
- Psychological Examination
- Physical (medical) examination

### **Elements of the selection process for a civilian may include:**

- Oral Interview
- Job Related Skills Evaluation
- Background Investigation
- Voice Stress Analyzer (VSA) Examination

### **Duration of the Selection Process:**

- From the beginning of the hiring process, the expected duration may take up to five months.

### **Re-Application**

- All applications will remain active for a period of one year from the date of application. Once the one-year period has expired, a new application may be completed entirely and submitted.

# TOWNSHIP OF MILTON

**MINIMUM QUALIFICATIONS FOR BELOW POSITIONS:** Preferably, the applicant will have no criminal history. If a criminal history exists, the applicant must not have been convicted of a felony or a misdemeanor involving honesty or public safety. There should not be a criminal misdemeanor 3 or 4 conviction within the past five years or any criminal minor misdemeanor within the past year.

## **SWORN OFFICER:**

- US Citizen
- Twenty-one Years of Age
- Earned a high school Diploma or GED
- Valid Ohio Police Officer Training Academy Basic Certificate
- Valid Ohio Driver's License

## **CIVILIAN POSITIONS:**

- US Citizen
- Twenty-one Years of Age
- Earned a high school Diploma or GED

**DUTIES, RESPONSIBILITIES and REQUISITE SKILLS include, but are not limited to, the following:**

## **SWORN OFFICER:**

- Patrols the township in a vehicle or on foot during an assigned shift or turn, to prevent or detect criminal behavior, maintain order, and observe public safety conditions and circumstances within the township.
- Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances.
- Prepares and submits written reports and forms in accordance with departmental policy and procedures
- Receives complaints, inquiries, and information from citizens, in person or by telephone; provides aid, assistance, information, or referrals as required.
- Talks to residents, merchants, and visitors to maintain good community relations.
- Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; directs traffic around traffic crashes, disabled vehicles, or obstructions; enforces parking regulations
- Performs other related tasks as assigned.

## **CLERICAL POSITION:**

- Operates a computer terminal to input or retrieve data.
- Answers telephone, assists customers at the counter, and corresponds with parties requesting information or copies of reports. Serves as receptionist, referring calls and visitors to the proper party.
- Maintains and updates a number of files. Maintains active files, including labeling file folders and drawers and rotating file locations according to space needs.
- Answers in-coming telephone calls and assists citizens with information and referral as requested.
- Performs clerical and general office tasks as assigned.

# TOWNSHIP OF MILTON

## APPLICATION FOR EMPLOYMENT

Application Date:

Position(s) Applied For: ☐ Reserve Police Officer ☐ Police Officer ☐ Office/Clerical

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job related medical condition or handicap. This application will remain on file for one year from the date of application with the Milton Township Police District.

NAME (Last, First, Middle)

(Maiden Name)

CURRENT ADDRESS (Street, Apt, City, State, Zip Code)

Length of time at Address

PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)

Length of time at Address

Home Phone Number

Work Phone Number & Ext.#

Mobile Phone Number

Email Address:

Driver's License Number /State

Social Security Number

U.S. Citizen: Yes No

Date of Birth:

18 Years of age or older Yes No

21 Years of age or older Yes No

**EDUCATION –  
High School**

SCHOOL NAME:

FULL ADDRESS:

GPA

Course of Study

**EDUCATION –  
Undergraduate**

SCHOOL NAME:

FULL ADDRESS:

GPA

Course of Study

**EDUCATION –  
Graduate**

SCHOOL NAME:

FULL ADDRESS:

GPA

Course of Study

**MILITARY  
INFORMATION**

Branch

From:

To:

Highest Rank or Grade

Discharged Rank or Grade

Type of Discharge

# TOWNSHIP OF MILTON

## EMPLOYMENT INFORMATION

List ALL employment starting with your present position, then the position before that, and so forth. Use additional forms if needed. Do not omit any employment.

1. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
2. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
3. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
We may contact the employers listed above unless you indicate those you do not want us to contact.	
DO NOT CONTACT: Employer Number(s) _____ Reasons _____	

## TOWNSHIP OF MILTON

4. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
5. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
6. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
We may contact the employers listed above unless you indicate those you do not want us to contact.	
DO NOT CONTACT: Employer Number(s) _____ Reasons _____	

# TOWNSHIP OF MILTON

7. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
8. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
9. Company Name	Telephone Number
Address (Street, City, State, Zip Code)	Employed (Starting & Ending Date)
Name of Immediate Supervisor:	Other Supervisor:
State Job Title & Describe Your Work	
Reason for Leaving (Voluntary/Involuntary) Please Explain:	
We may contact the employers listed above unless you indicate those you do not want us to contact.	
DO NOT CONTACT: Employer Number(s) _____ Reasons _____	

# TOWNSHIP OF MILTON

Applicant's Name: (print)

List all certifications you have obtained related to the position applied for.

Have you ever been denied a commission status with any law enforcement agency? ☐ Yes ☐ No  
If yes, please explain:

What special skills, experiences or qualifications, related to the position(s) applied for, do you possess? (Sell yourself).

List all departments at which you have current applications filed. Note status of employment opportunities for each application (Best guess):

Do you have any driving convictions? ☐ Yes ☐ No. If "Yes," please explain.

Do you have any Criminal or Traffic charges pending? ☐ Yes ☐ No. If "Yes," please explain.

Are you computer literate? ☐ Yes ☐ No. If "Yes," please explain.

What programs are you familiar with?

To what extent?

Can you type? ☐ Yes ☐ No.



# TOWNSHIP OF MILTON

## REFERENCES

**List three (3) references (NOT RELATIVES, FORMER EMPLOYERS OR NEIGHBORS) WHO ARE RESPONSIBLE ADULTS, AND WHO HAVE KNOWN YOU WELL DURING THE PAST FIVE YEARS:**

Name	Years Known
Business/Occupation	
Home Address	
Work Address	
Home Phone	Business Phone      Mobile Phone
Email Address:	
Name	Years Known
Business/Occupation	
Home Address	
Work Address	
Home Phone	Business Phone      Mobile Phone
Email Address:	
Name	Years Known
Business/Occupation	
Home Address	
Work Address	
Home Phone	Business Phone      Mobile Phone
Email Address:	

## TOWNSHIP OF MILTON

## WAIVER OF CONFIDENTIAL RECORDS

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Name (print) \_\_\_\_\_

Social Security Number

Address:	Street	Township/City	State	Zip Code
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To Whom It May Concern:

I am an applicant for a position with the Township of Milton, Lake Milton, Ohio. The township needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above township.

I hereby authorize any representative of the Milton Township Police District bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Milton Township Police District, whether said records are of public, private, or confidential nature. The intent of this authorization is to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which 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. I direct you to release such information upon request of the duly accredited representative of the Milton Township Police District regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

**Initial:**

## TOWNSHIP OF MILTON

For and in consideration of the Township of Milton's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Township of Milton. I understand my rights under title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the Township of Milton in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the Township of Milton.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

**The following information must be completed in the presence of a certified Notary Public:**

\_\_\_\_\_, having been duly sworn under oath states that this is his/her  
(Print Name of Applicant)

lawful affidavit and request for release of records.

\_\_\_\_\_  
**Signature of Applicant**

Sworn and subscribed before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires \_\_\_\_\_, \_\_\_\_\_.

**SEAL MUST BE AFFIXED**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Printed Address of Notary

(Out of state notary must submit Certificate)

## TOWNSHIP OF MILTON

The Milton Township Police District does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, veteran status or any non-job related handicap or disability except where such characteristic constitutes a bona fide occupational disqualification. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The application will remain active and retained on file with the Milton Township Police District for one year from the date of application.

In the event of employment with the Milton Township Police District, I understand that I am responsible for learning, understanding and complying with all rules, regulations, policies and procedures of the Milton Township Police District. My failure to do so may result in my discharge.

I understand that any job offer which may result out of this employment application is contingent upon my producing satisfactory documentation specified under the Immigration Reform and Control Act of 1986 proving my identity and authorization for employment in the United States. All employment offers are conditioned upon the applicant passing the elements of the selection process (see cover page of application).

In processing this application, the Milton Township Police District may request that an investigative consumer and criminal investigative report be prepared, which may include information as to my credit and criminal history.

I certify that all statement made by me on this application are true and complete to the best of my knowledge and that I have nothing that would, if disclosed, affect this application unfavorably. I hereby authorize the Milton Township Police District to investigate the statements contained in the application and any other information I provide in connection with my application for employment. I understand that any false or misleading statements or omission may result in my application being rejected or, if I am hired, in my discharge from employment.

I hereby acknowledge that I have read the above statement, that I understand the same, and I agree with and/or consent to the terms, conditions and requirements as stated above.

**The following information must be completed in the presence of a certified Notary Public:**

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires \_\_\_\_\_, \_\_\_\_\_

**SEAL MUST BE AFFIXED**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

(Out of state notary must submit Certificate)

## **MILTON TOWNSHIP POLICE DISTRICT PRE-EMPLOYMENT SCREENING QUESTIONNAIRE**

Please print your answers clearly and legibly. Be sure to answer each question completely. If you need additional space, you may use the reverse side of each page. You must answer all questions truthfully. Answers will be verified by a truth detection test.

1. Have you ever taken a polygraph or voice stress analysis test before?

YES ☐ NO ☐

If yes, explain when, why and for what agency or employer:

2. Would you take a polygraph to confirm the answers that you gave

today? YES ☐ NO ☐

If not, why not:

3. How many days did you call off or call in sick from work during the last year when you were not actually sick? Explain the circumstances:

4. Have you ever been disciplined for absence or tardiness at work for

non-health related reasons? YES ☐ NO ☐

If yes, explain the circumstances:

**MILTON TOWNSHIP POLICE DISTRICT  
PRE-EMPLOYMENT SCREENING QUESTIONNAIRE**

5. Do you drink alcohol? YES ☐ NO ☐  
If so, what type and how frequently:
6. Have you ever been convicted, fined or had an expungement for  
Operating a Motor Vehicle While Impaired (OVI)? YES ☐ NO ☐  
If yes, please give the details:
7. When is the last time you have used or been around any illegal  
drugs? (Give the month and year, the type of drug and the  
circumstances):
8. How many times in your life have you used illegal drugs and which  
drugs?
9. Have you ever missed work because of drugs or alcohol?  
YES ☐ NO ☐  
If yes, please explain:

**MILTON TOWNSHIP POLICE DISTRICT  
PRE-EMPLOYMENT SCREENING QUESTIONNAIRE**

10. Have you been terminated from employment because of drugs or alcohol? YES ☐ NO ☐  
If yes, please explain:
11. Have you ever received any disciplinary action for conduct at work? YES ☐ NO ☐  
If yes, what employer issued the discipline, when was it issued and what type of discipline (write-Up, suspension, termination)?
12. Have you been asked to resign or quit a job? YES ☐ NO ☐  
If yes, please explain why:
13. Have you been terminated or fired from a job? YES ☐ NO ☐  
If yes, please explain the circumstances:
14. Have you quit a job because of a conflict with someone you worked with? YES ☐ NO ☐  
If yes, which employer, what name/position of employee you had conflict and what was the conflict about:

**MILTON TOWNSHIP POLICE DISTRICT  
PRE-EMPLOYMENT SCREENING QUESTIONNAIRE**

15. Have you stolen anything from work or elsewhere? (This would include shoplifting) YES ☐ NO ☐  
If yes, please explain:
16. Were you accused or questioned about stealing anything from work or elsewhere? YES ☐ NO ☐  
If yes, please explain:
17. Have you been convicted, fined or had an expungement for any criminal offense? YES ☐ NO ☐  
If yes, what was the charge, court and year:
18. You will be required to work various shifts, weekends and holidays; will this create a problem for you or your family? YES ☐ NO ☐  
If yes, please explain:
19. Have you been involved in a civil suit that did not involve injury or disability? YES ☐ NO ☐  
If yes, please explain:



**MILTON TOWNSHIP POLICE DISTRICT  
PRE-EMPLOYMENT SCREENING QUESTIONNAIRE**

20. Have you been involved in anything that may embarrass you or the Mahoning County Sheriff's Office now or in the future?

YES ☐ NO ☐

If yes, please explain:

21. Have any of your family members or friends ever been in jail or do any of them have a criminal record? YES ☐ NO ☐

If yes, provide family members name, charge, and year of charge:

22. Have the police ever been called in response to a complaint files against you? YES ☐ NO ☐

If yes, please explain:

23. Were you ever involved in a physical fight? YES ☐ NO ☐

If yes, when was it, with who and about what:

24. Have you caused the death of another person or caused a person to be hospitalized? YES ☐ NO ☐

If yes, please explain:

**MILTON TOWNSHIP POLICE DISTRICT  
PRE-EMPLOYMENT SCREENING QUESTIONNAIRE**

25. Have you ever been incarcerated? YES ☐ NO ☐  
If yes, when, where and what was the charge:
26. Have you been known by any other names to include maiden names  
or names of former spouses? YES ☐ NO ☐  
If yes, please explain:
27. Do you know anyone that works for the Milton Township Police  
District, past or present? YES ☐ NO ☐  
If yes, please explain:

Candidate's Name (printed) \_\_\_\_\_

Candidate's Name (signature) \_\_\_\_\_

Date \_\_\_\_\_