



ELLSWORTH POLICE DEPARTMENT
1 CITY HALL PLAZA
ELLSWORTH, MAINE 04605
Tel. 207-667-2133 Fax 207-667-4916



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POLICE OFFICER APPLICATION INFO

The Ellsworth Police Department is a proactive, professional department dedicated to the Core Values of Integrity, Professionalism and Community Service. We pride ourselves on providing high quality community focused police services. Duties for this position include the enforcement of applicable state and local laws, criminal investigation, proactive crime prevention, patrol of the city streets and traffic control. All candidates must have a high school diploma or equivalent with preference given to candidates who are graduates of the Maine Criminal Justice Academy and who possess law enforcement experience. The City of Ellsworth offers a competitive salary and an exceptional benefit package. The salary is dependent on training and/or experience.

To ensure that the Ellsworth Police Department attracts the best qualified people and trains those selected to the highest degree possible, the following policies are followed.

It is essential that individuals applying for employment be afforded the rights guaranteed by the United States Constitution. The City of Ellsworth is an equal opportunity employer. All persons applying for employment as a police officer shall meet the following requirements:

Shall be a U.S Citizen.

Shall possess a high school diploma or equivalency certificate.

Shall be at least 21 years of age.

Shall possess a valid driver's license and shall not have an extensive accident history or an extensive history of traffic violations.

Shall be required to fill out, take and successfully pass to the satisfaction of the Ellsworth Police Department, any or all of the following: application, background information form, physical agility test at the Maine Criminal Justice Academy minimum standard, written exam, oral board questioning, background check, medical physical, polygraph test, psychological test and chief's interview. A copy of the fitness standards is included with the application.

Shall be in excellent physical condition as determined by a physical examination completed at the Police Department expense. The applicant must not be suffering from any pre-existing disability, illness or injury, which, in the opinion of the examining physician, would prevent the applicant from performing the duties of a police officer.

All applicants desiring employment with the Department:

Shall have successfully completed, at a minimum, the Maine Criminal Justice Academy reserve officer training course. A copy of the MCJA Certificate of Eligibility for employment as a law enforcement officer or the MCJA certificate of completion of the Law Enforcement Pre-Service Training School must be included with the application.

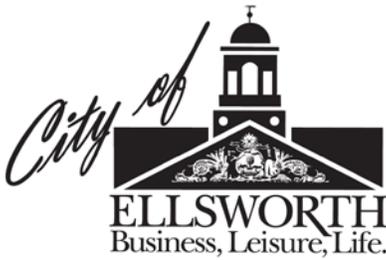
Shall make written application on the form provided by the City of Ellsworth; a copy of the ALERT test results must be included with the application;

Shall submit copies of diplomas, certificates and training that relate to the qualifications for the position.

Shall submit a signed Conditions of Consideration for Employment form.

Shall meet the mandatory physical fitness standards for full time officers. See attached physical fitness standards.

The City of Ellsworth is an equal opportunity employer.



City of Ellsworth
1 City Hall Plaza
Ellsworth, ME 04605
Phone (207) 667-2563 ♦ Fax (207) 667-4908 ♦ www.ellsworthmaine.gov

Employment Application
We are an equal opportunity Employer

Date _____

Job Title/Position Opening you are applying for: _____

Last Name _____ First Name _____

Address _____ Phone _____

Address _____ Email _____

All applicants who are offered employment must provide documentation to establish their identity and employment eligibility for authorization to work in the U.S and must undergo a thorough background check.

Do you have the legal right to work in the U.S? _____

Date of Birth (if less than 18 years old): _____

Driver's License No. & State: _____ Class: _____ Expiration Date: _____

Have you ever been employed by or done any volunteer work for the City of Ellsworth?

Do you have any relatives employed with the City of Ellsworth?
(If yes, please list name(s):

Please list all traffic convictions or accidents in the past 3 years:

Please list other names you have used in the past:

Have you ever been convicted of a crime? If yes, please give explanation.

Education

Did you receive a High School Diploma or GED equivalent? _____

Name of High School and location: _____

Name of School, College, Or University	Major	Credit Hours	Degree*

*Proof of degrees from College/University will be required.

Name of Trade, Technical, Business, Other School	Course of Study	Diploma

List other licenses held, date & license number; professional registrations & dates; certificates & professional memberships: _____

List Honors, Awards, Fellowships: _____

Skills Overview

List computer software with which you are familiar: _____

List languages, other than English, that you speak fluently, read and/or write: _____

Summarize relevant skills & experience that exemplify your qualifications for the above position:

List tools & equipment you can operate: _____

Summarize Volunteer Services work you have done, including dates: _____

Summarize Leadership Roles you have experienced: _____

Employment History

Current or most recent employer: _____

Address: _____ **Phone:** _____

Your Title: _____ **Dates of Employment – From:** _____ **To:** _____

Supervisor’s Name/Title: _____

Salary – Starting: _____ **Ending:** _____ **Hrs. per Week:** _____

Work/Tasks Performed: _____

Reason for Leaving: _____

Next most recent employer: _____

Address: _____ **Phone:** _____

Your Title: _____ **Dates of Employment – From:** _____ **To:** _____

Supervisor’s Name/Title: _____

Salary – Starting: _____ **Ending:** _____ **Hrs. per Week:** _____

Work/Tasks Performed: _____

Reason for Leaving: _____

Next most recent employer: _____

Address: _____ **Phone:** _____

Your Title: _____ **Dates of Employment – From:** _____ **To:** _____

Supervisor’s Name/Title: _____

Salary – Starting: _____ **Ending:** _____ **Hrs. per Week:** _____

Work/Tasks Performed: _____

Reason for Leaving: _____

City of Ellsworth
AUTHORIZATION FOR RELEASE OF INFORMATION

I, (print name) _____ hereby authorize an employee of the City of Ellsworth or other authorized representative bearing this release (or facsimile or copy) to, within one year of its date, obtain information from past and/or current employers listed on the Employment Application as submitted by me on (date) _____.

Employer's Name: _____
Contact Person: _____
Employer's Address: _____

I have filed an application for employment with the City of Ellsworth, Maine. Information regarding my employment with your organization is as follows:

Dates of employment: From _____ To _____
Position: _____

I hereby empower an employee of the City of Ellsworth or other authorized representatives bearing this release (or facsimile or copy) to, within one 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 other educational institution.
9. Other: _____

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 are: _____

NAME _____ Address _____

SIGNATURE _____ Date _____

Witness: _____ Title: _____

Any information furnished relative to the application of the above individual will be treated with strictest confidence. An applicant typically will not be eliminated or selected on the basis of a single reference. Please complete the employment reference section attached.

City of Ellsworth, 1 City Hall Plaza, Ellsworth, ME 04605
BACKGROUND CHECK AUTHORIZATION

I, (print name) _____ have filed an application for employment with the City of Ellsworth, Maine for the position of _____ and understand that in order to assess my qualifications a full background investigation is necessary. Certain positions may also be conditioned on the successful completion of agility tests, skill evaluations, additional investigations and/or the ability to be bonded. I therefore authorize the City of Ellsworth to conduct an investigation which may include but not be limited to:

- Verification of all information provided by me to the City during the application process.
- Contacting employers (past and present), clients, business associates, professional organizations, or other institutions, regarding work performance and character.
- Verification of licensure and/or educational attainment.
- Military Service Records.
- Complete Criminal Background Check. (Including State & Federal Law Enforcement Agencies)
- Credit check.
- Driver's license check.
- Other: _____

I certify that all the information and materials I have provided to the City of Ellsworth as part of the employment process are accurate and truthful. I realize that providing the City with false information or intentionally withholding relevant information regarding my application may be grounds for rejection or dismissal. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. Upon employment, I agree to abide by all municipal policies, regulations, ordinances and established work safety practices.

I hereby agree to hold harmless and to release the City of Ellsworth, including its officers and 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 to conduct a thorough background investigation.

PRINT NAME

Current Address

Email Contact Information: _____

Telephone Contact Information: _____

Home

Cell

Previous Addresses or Cities lived in within past 10 years

Social Security #

Date of Birth

Drivers License #

SIGNATURE

Date

ELLSWORTH POLICE DEPARTMENT

1 City Hall Plaza P.O. Box 586 Ellsworth, ME 04605

Telephone - (207)667-2168 Fax – (207)667-4916

Internet – www.ellsworthmaine.gov E-Mail – gmoshier@ellsworthmaine.gov



CONDITIONS OF CONSIDERATION FOR EMPLOYMENT

All information contained on the application is subject to verification. The Ellsworth Police Department will conduct background checks including, but not limited to, work references, driving records, criminal background records and education attainment.

I understand an employment offer is also contingent upon successful review of work references, and satisfactory result of a background check. Certain positions are also conditioned on the successful completion of agility tests or skill evaluation and other appropriate investigations.

I also understand that specific positions at the Ellsworth Police Department may require me to provide evidence of an acceptable driving record.

I further understand that certain positions with the Department may require the applicant to be eligible for bonding. In such instances, eligibility for bonding will be a consideration in determining an applicant's fitness for such positions.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all municipal policies, regulations ordinances and established work safety practices.

When advised, reasonable accommodations will be made in order for an "Otherwise qualified applicant" with a disability to participate in any phase of the application/recruitment process. (Americans with Disabilities Act of 1991)

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Ellsworth Police Department and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from municipal service.

In addition, I give the Ellsworth Police Department the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the Ellsworth Police Department in providing relevant job related information that will assist in this process.

It is my understanding that this application along with any resume and letters/notes of reference, other than those letters and notes of reference I expressly submit in confidence, become a public document should I be hired by the Ellsworth Police Department. As a result, I understand that the Ellsworth Police Department cannot guarantee me its confidentiality.

I have read and understand the above "Conditions of Consideration for Employment"

(Printed Name)

(Signature)

Date

POLICE OFFICER

Nature of Work

This is responsible field work in carrying out general duty police work that protects the lives and property of the citizens of Ellsworth through the enforcement of laws and ordinance.

Employee of this class is responsible for performing routine police assignments which are received from police officers of superior rank and responding to calls for assistance relayed by the dispatcher. Officer may receive special assignments which call upon specialized abilities and knowledge. Work requires the use of discretion and judgment, and is reviewed through direct observation, reports and discussions by superiors.

Examples of Work (Illustrative Only)

Patrols the City in a radio cruiser or on foot.

Uses radar to control traffic speeds in the City and to issue citations to violators.

Answers calls and complaints involving drunkenness, domestic disputes, robberies, and other misdemeanors and felonies; directs traffic at scenes of accidents.

Prepares reports on all incidents and arrests.

Conducts investigations, gathers evidence, and testifies as a witness in court.

Interviews persons with complaints and inquiries, and attempts to make proper disposition or direct them to the proper authorities.

Conducts accident investigations, interviews principals and witnesses, taking statements; examines vehicles and roadways; takes necessary street measurements; and clears the street of obstruction and wreckage.

Participates in searching and booking persons arrested; may fingerprint suspects and prisoners; prepares necessary reports.

Responds to all emergency and non-emergency calls from the public.

Performs related work as required.

Requirements of Work

Knowledge of the principal buildings, streets, and physical layout of City and adjoining areas.

Knowledge of modern principles and practices of police work.

Police Officer (Continued)

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

Ability to analyze situations quickly and objectively, and to determine proper course of action, ability to remember names, faces and details of incidents often under stressful conditions.

Ability to understand and carry out oral and written instructions.

Ability to communicate both verbally and through written reports.

Ability to develop skill in the use of firearms, and the operation of motor vehicles.

Knowledge of first aid principles and skill in their application.

Physical strength and agility sufficient to perform the work of the class.

Desirable Experience and Training

High school graduation, preferably supplemented by a two-year degree in criminal justice studies; or any equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid motor vehicle operator's license.

Must be a graduate of Maine Criminal Justice Academy, within 12 months of date of hire.

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

Scoring: *The time it takes to finish 1.5 miles.*

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (40 th Percentile) AGE				FEMALE (40 th Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12:38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (50 th Percentile) AGE				FEMALE (50 th Percentile) AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One Minute Push -up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11:58	12:25	13:11	14:16	14:07	14:34	15:24	17:13