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

Chief Glenn M. Moshier
gmoshier@ellsworthmaine.gov

Captain Troy Bires
tbires@ellsworthmaine.gov

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 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.

ELLSWORTH
Business, Leisure, Life.
City of Ellsworth ▪ 1 City Hall Plaza ▪ Ellsworth, ME 04605
Phone (207) 667-2563 ▪ Fax (207) 667-4908 ▪ www.cityofellsworthme.org

Employment Application
We are an equal opportunity Employer

Date _____

Job Title you are seeking _____

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.

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 use 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 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 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 Performed: _____

Reason for Leaving: _____

City of Ellsworth
AUTHORIZATION FOR RELEASE OF INFORMATION

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.

Maine Criminal Justice Academy

Basic Law Enforcement Training Program

ENTRANCE PFT STANDARD (40th Percentile)
EXIT PFT STANDARD (50% Percentile)

The following three (3) test items constitute the physical fitness test (PFT) REQUIREMENTS for the Basic Law Enforcement Training Program (BLETP). Applicants must successfully complete each test at the 40th percentile entrance standard (within one month from the start of the BLETP) and the 50th percentile exit standard (prior to graduation of the BLETP) based on their age and gender.

1. **One Minute Push-up test;**
2. **One Minute Sit-up test; and**
3. **1.5 mile run**

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PHYSICAL FITNESS TEST DESCRIPTIONS:

ONE MINUTE PUSH-UP TEST: You will assume the standard position for a push-up, which is the body rigid and straight from head to their heels (plank position) with the feet together and the hands slightly wider than shoulder-width apart in the "UP" position. An administrator will place a 3-inch measuring device on the surface directly under your chest, between and in line with the nipples of your chest. With the back and remainder of the body straight at all times, you will lower the body towards the floor until your sternum touches the 3-inch measuring device being held by the administrator's hand. You will then push to the fully extended UP position, so that the elbows come to a near locked position. You can not wiggle to get to the UP position. This will complete one repetition. You will complete as many correct push-ups as possible in 1 minute. You may rest only in the UP position while maintaining your body in a straight position at all times during the test. If you do not touch the 3-inch measuring device or do not go all the way up, those individual push-ups do not count. If you come out of the plank position or any parts of your body touch the floor other than your hands and feet, the test is over. The test administrator will count out loud only the number of correct push-ups completed.

Scoring: *The total number of correct push-ups in 1 minute.*

ONE MINUTE SIT-UP TEST: The test will begin in the down position. You will lie down on your back with knees bent and heels flat on the same level surface that you are lying down on. A partner will hold your feet down. Your hands will be placed clasped behind your head. Fingers are interlocked throughout the exercise. A correct sit-up is performed by sitting up until the upper body is **perpendicular** to the floor. Usually this will mean that your elbows must touch the top of your knees or extend beyond your lower legs. The complete sit-up is finished in the correct "UP" position. You will return to a full lying position (with upper back touching the floor) before starting the next sit-up. The buttocks must be kept in contact with the surface during the sit-up with no thrusting of the hips. You will perform as many sit-ups as possible in 1 minute. If your buttocks come off the floor, your fingers come unclasped, you do not come all the way up to perpendicular or your shoulders do not touch the floor, those individual sit-ups will not count. The test administrator will count out loud only the number of correct sit-ups completed.

Scoring: *Your total number of correct sit-ups in 1 minute.*

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 (40th Percentile) AGE				FEMALE (40th 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 (50th Percentile) AGE				FEMALE (50th 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