

HAWARDEN POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT OR TYPE

Position(s) Applied for _____ Date of Application _____

PERSONAL DATA

Name _____ Social Security Number _____

Address _____ Drivers License Number _____

Telephone Number (_____) _____ Cell Number (_____) _____ e-mail _____

Have you ever been employed here before? Yes ____ No ____ If yes, give dates and positions _____

Are you eligible for employment in this country? Yes ____ No ____

Date available for work? _____ What is your desired salary range? _____

Type of employment desired? Full time _____ Part time _____ Temporary _____ Seasonal _____

Are you able to meet the entrance requirements for this position? Yes ____ No ____

Have you ever been convicted or plead no contest to a crime? Yes ____ No ____ If yes please provide dates, details, and outcome.

Physical Condition. Excellent _____ Fair _____ Good _____ Poor _____

MILITARY RECORD

Have you ever served in the U.S. Armed Forces? Yes ____ No ____

Branch of Service _____ Duties _____

Rank or rating at time of enlistment _____ Rating at time of discharge _____

EDUCATION AND TRAINING

	No. of Years Completed	Dates Attended	Did You Graduate?	Name of School
Elementary				
High School				
College				
Post Graduate				

List any special training (vocational Schools, short courses, workshops, etc.) or certifications that you might have. _____

If the job announcement requires completion of specific courses or training, indicate that which you have completed. _____

If the job announcement requires the operation of specific machinery or special skills, list those at which you are competent. _____

REFERENCES

List the name, title, and address of three persons with knowledge of your character, experience, and ability. Do not list relatives or former employers.

Name _____ Title _____ Years Known _____

Address _____ Phone _____

Name _____ Title _____ Years Known _____

Address _____ Phone _____

Name _____ Title _____ Years known _____

Address _____ Phone _____

EMPLOYMENT HISTORY

Begin with your present or most recent employer and continue for the past 15 years. Attach additional sheets if necessary.

Name and address of employer _____ Phone _____

Immediate Supervisor _____ Title _____

Dates employed _____ Position held _____

Description of duties _____

Starting Salary _____ Final Salary _____ May we contact this employer? Yes _____ No _____

Reason for leaving _____

Name and address of employer _____ Phone _____

Immediate Supervisor _____ Title _____

Dates employed _____ Position held _____

Description of duties _____

Starting Salary _____ Final Salary _____ May we contact this employer? Yes _____ No _____

Reason for leaving _____

Name and address of employer _____ Phone _____

Immediate Supervisor _____ Title _____

Dates employed _____ Position held _____

Description of duties _____

Starting Salary _____ Final Salary _____ May we contact this employer? Yes _____ No _____

Reason for leaving _____

CERTIFICATE OF APPLICANT

Please read carefully. I hereby certify that this application contains no misrepresentations or falsifications and that the information given me is true and complete to the best of my knowledge and belief. I am aware that should an investigation at anytime disclose any such misrepresentation or falsification, my application will be rejected. I will be dismissed from the service and I will be disqualified from applying in the future with the Hawarden Police Department. I further authorize the Hawarden Police Department to make all necessary and appropriate investigations to verify the information contained herein.

Date _____ Signature of Applicant _____