



Devils Lake Police Department

Employment Application

222 Walnut St. W.
Devils Lake, ND 58301
(701) 662-0700
Fax (701) 662-0728

Name, Last: First: Middle

Address:

Telephone numbers where you can be reached:

Home: Work: Cellular:

Email address:

Driver's License Number: State:

Previous License States:

Current Peace Officer License or Eligible?

If yes what State(s)?

Eligibility dates:

Has action ever been taken to revoke or suspend your Peace Officer License?

Education:

HS Diploma, GED, or Equivalent:

College Credit Hours:

College Degree:

If Yes, level of Degree:

Major field of study:

Minor (if applicable):

*If more than one degree, list highest level attained.

Law Enforcement Experience:

Department:

Address:

Telephone:

Supervisor:

Department Administrator:

Date(s) of employment: /

Reason for leaving:

Department:

Address:

Telephone:

Supervisor:

Department Administrator:

Dates of employment: /

Reason for leaving:

Military Service:

Branch of Service:

Type of Service:

Dates of Service: From: To:

Type of Discharge:

Reason for discharge if other than Honorable:

Foreign Language(s):

Criminal History:

Have you ever been charged with an offense involving domestic violence (even if the charges were dismissed or reduced)?

If yes, list the date, location, and final adjudication of the offense:

List any criminal (non-traffic) offenses which you have been charged with, the date, court, and final disposition:

Driving History:

Have your driving privileges ever been suspended, revoked, or cancelled?

If yes, list the date(s) and reasons for any actions taken against your license:

List any traffic crashes that you have been involved in as the driver / operator of any vehicle in the last five years. List date and location:

Have you ever been charged with any criminal or traffic offense stemming from a traffic crash? (no time limitation) List date, location, and final disposition:

List any criminal and/or non-criminal traffic citations you have received in the last five years (if any) give date, location and final disposition:

The North Dakota Board of Peace Officers Standards and Training requires that any person wishing to be licensed as a police officer in the state of North Dakota must be at least 18 years of age, a legal resident of the United States, and a high school graduate or equivalent. Further, any applicant must possess a valid driver's license, and be eligible to possess a firearm.

Please initial the following statements if they apply:

I am a legal resident of the United States. _____

(if not a U.S. citizen, documentation must be provided at time of interview certifying legal residency)

I am at least 18 years of age. _____

I graduated from high school or obtained an equivalency. _____

My driving privileges are current and valid. _____

I am eligible to possess a firearm. _____

I hereby certify that all statements made in this employment application are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

Signature of Applicant

Date Completed

If you are selected for further consideration in the hiring process, you will be sent a background investigation packet by mail or email.

Devils Lake Police Department

Applicant Background Check Information

Please complete every item. If you have no information to enter, please enter "n/a" or "none". If additional space is needed attach sheets as necessary. Please label sheets with the applicable item number you are addressing.

1. _____
Last Name First Name Full Middle Name

2. _____ 3. _____
Date of Birth Social Security Number

4. List all addresses in the last 5 years starting with most current.

Street _____

City _____

State _____ Zip _____

Dates of residence: _____ to _____

Landlord contact information: _____

Street _____

City _____

State _____ Zip _____

Dates of residence: _____ to _____

Landlord contact information: _____

Street _____

City _____

State _____ Zip _____

Dates of residence: _____ to _____

Landlord contact information: _____

5. Availability Date: If you were to be offered employment, when could you be available to start?

6. Employment History: list all employers for the last 10 years starting with current or most recent. If more space needed, attach additional sheets.

Employer: _____

Address: _____ City: _____

State: _____ Zip code: _____

Telephone: _____ Supervisor: _____

Dates of employment: _____ To: _____

Duties and responsibilities:

Reason for leaving: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip code: _____

Telephone: _____ Supervisor: _____

Dates of employment: _____ To: _____

Duties and responsibilities:

Reason for leaving: _____

6. continued

Employer: _____

Address: _____ City: _____

State: _____ Zip code: _____

Telephone: _____ Supervisor: _____

Dates of employment: _____ To: _____

Duties and responsibilities:

Reason for leaving: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip code: _____

Telephone: _____ Supervisor: _____

Dates of employment: _____ To: _____

Duties and responsibilities:

Reason for leaving: _____

6 A. Other work related history:

Have you ever been fired / terminated / asked to resign from any employment? _____

If yes, explain:

Have you ever been the subject of an internal investigation? _____

Explain Circumstances and Results: _____

Have you ever received disciplinary action in the workplace above verbal reprimand? _____

Explain circumstances and type of disciplinary action: _____

7. Education: List your education in the following section. If additional space is required, attach an additional page.

Elementary School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Middle School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

High School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Graduation: _____

If you did not graduate from High School, indicate equivalency type: _____

Date of Equivalency: _____

College Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Major field of study: _____

Type of degree: _____

Graduation Date: _____

College Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Major field of study: _____

Type of degree: _____

Graduation Date: _____

6 A. Other School Related Information

Have you ever been expelled from a school or college? _____

If yes, school name: _____

Date of expulsion: _____

Reason: _____

Were you ever placed on academic probation? _____

School name: _____ Date: _____

List any sports / clubs / organizations you participated in while in school/college:

8. References: Provide 5 references, personal or professional, none of which may be relatives.

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Years known: _____ Relationship: _____

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Years known: _____ Relationship: _____

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Years known: _____ Relationship: _____

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Years known: _____ Relationship: _____

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Years known: _____ Relationship: _____

9. In this space list any community oriented service organizations, projects, or service that you have been involved with. List the location(s), date(s) and other information that would describe your community involvement.

10. Has any member of your immediate family been arrested for any crimes involving the possession, use, or sale of drugs? _____ Explain (name, date, location, charge)

11. Has any member of your immediate family been arrested for any crimes involving violence (including firearms violations)? _____ Explain (name, date, location, charge):

12. Tell us why you would like to become a police officer for the City of Devils Lake:

13. List any skills, knowledge, or abilities that would be a benefit to you (or the department) as a police officer for the City of Devils Lake:

14. List any other departments that you have applied with in the last 2 years and whether or not you are on a current hiring roster.

Department: _____ Roster: _____

Department: _____ Roster: _____

Department: _____ Roster: _____

Department: _____ Roster: _____

Department: _____ Roster: _____

I certify that any and all information that has been provided in this background form is true and correct, and that if any information is false that I will be removed from consideration for this position.

Signed: _____ Date: _____

Authorization to Release Information

As an applicant for a position with the Devils Lake Police Department, I am required to furnish information for use in determining my qualifications. For this purpose, I authorize the release of any and all information that you may have concerning me, including information of a confidential or privileged nature.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested.

Signed: _____ Date: _____

Authorization for Polygraph Examination

I do hereby consent to submit to a Polygraph test and Multiphasic Personality Inventory exam, the results of which will be filed with the Devils Lake Police Department for its use.

Signed: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

City of Devils Lake (8-2017)

The City of Devils Lake is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form will not be part of your application file or included in the documentation provided to the selecting official.

Please Print or Type

| | | | |
|-----------------------|-------------------------------|---------------------------------|--|
| Full Name | | Date | |
| Position Applying for | | Birthdate | |
| Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | |

Racial/Ethnic Heritage (Check one)

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening?

(List the name of the newspaper, employment agency, organization, agency employee, or other source):

Your Home Address

City

State

Zip Code