

WHITEWATER POLICE DEPARTMENT
PATROL OFFICER HIRING PROCESS

**RETAIN THIS DOCUMENTS FOR TEST
AND INTERVIEW INFORMATION**

- In an effort to allow applicants to pre-plan the department has scheduled a list of dates regarding the hiring process for Patrol Officer
- **Receipt of this document is your invitation to take the written test on November 10, 2009**. You will only be notified before the written test if you do not meet the basic qualifications to the hiring process. All participants of the written exam (exam date, time & location noted below) will be notified of their results. Applicants are encouraged to provide an e-mail address for quicker notification.
- Applicants selected to continue with the hiring process will receive notice of the scheduled time of an oral interview on the dates noted below.
- The following dates are subject to change and affected candidates will be notified of any changes.
- For more information concerning this hiring process please contact Lt. Lisa Otterbacher at 262-473-0555 or police@ci.whitewater.wi.us.

Application Deadline	November 2, 2009 5:00pm
Written Test – NO FURTHER NOTIFICATION GIVEN	November 10, 2009
Test location: University of Whitewater 269 Wyman Mall, Upham Hall lecture room 145, (across from UW bookstore) Whitewater, Wisconsin at 6:00pm. Presentation of photo identification is required during check-in process.	
Field Training Officer Interviews	November 17 & 18, 2009
Interview location: Whitewater Police Department, 312 Whitewater Street, Whitewater, Wisconsin	
Administrative Interview	November 24, 2009
Interview location: Whitewater Police Department, 312 Whitewater Street, Whitewater, Wisconsin	
Police & Fire Commission Interview	December 9, 2009
Hiring Date	January 2010

WHITEWATER POLICE DEPARTMENT
312 West Whitewater St., Whitewater, WI 53190, 262-473-0555

ELEMENTS OF THE SELECTION PROCESS FOR PATROL OFFICER
****APPLICANTS MUST RETAIN THIS DOCUMENT****

1) Submission of Fully Completed Whitewater Police Department Application Materials

- Personal resume
- Completed City of Whitewater application form

Materials must be typed or clearly printed and delivered, in an envelope, to the address listed above. Do not fasten or bind the documents together. **DO NOT SEND ANY ADDITIONAL INFORMATION AT THIS TIME i.e. copies of certifications, transcripts, driver license, etc.** *Applications will not be accepted for consideration if they are received late, do not contain all required materials or information, or if the applicant does not meet the qualifications.*

Qualifications: U.S. citizen, at least 18 years of age, high school graduate or equivalent, have valid Wisconsin Drivers license upon appointment, be able to meet Wisconsin Law Enforcement Officer Certification requirements, be in good physical health and of excellent moral character. Applicants must also meet one or more of the following qualifications: Wisconsin Law Enforcement Officer Certification, Associate Degree in Police Science, or 60 college credits by date of appointment. Residency within 20 miles of the police department is required by the completion of probationary period.

1) National Police Officer Selection Test (Written Examination)

The Whitewater Police Department will use the National Police Officer Selection Test developed by Stanard & Associates, Inc. (This is not the State of Wisconsin examination). All applicants must take the examination, in Whitewater, on the assigned date to advance further in the process. There will be no alternative date or location. All applicants taking the written exam will be notified of their results.

2) Three Oral Interviews

If the applicant is selected to attend the oral interviews he/she will receive notification of dates, times, and location of the oral interviews.

3) Background Investigation and Medical and Psychological Examinations

An extensive background investigation and medical and psychological examinations will be conducted after an applicant is offered the position.

Applicants may be eliminated from further consideration at each step of the selection process. **Receipt of this document is your invitation to take the written test on November 10, 2009. All eligible applicants must take the written test.** You will only be notified before the written test if you do not meet the basic qualifications to the hiring process. Applicants that are not selected for the position at this time may reapply and retest for future advertised position openings. Applicants selected to continue with the hiring process will receive notice of the scheduled time of an oral interview on the dates noted below. The following dates are subject to change and affected candidates will be notified.

For more information concerning this hiring process please contact Lt. Lisa Otterbacher at 262-473-0555 or police@ci.whitewater.wi.us.

Application Deadline	November 2, 2009 at 5:00pm
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Administrative Interview Interview location: Whitewater Police Department, 312 Whitewater Street, Whitewater, WI	November 24, 2009
Police & Fire Commission Interview	December 9, 2009
Tentative Hiring Date	January 2010

Application for Employment



City of Whitewater
Human Resources
312 W. Whitewater Street
Whitewater, WI 53190
Phone (262) 473-0500
Fax (262) 473-0130
Email: hr@ci.whitewater.wi.us

FOR OFFICE USE ONLY DATE RECEIVED:

The City of Whitewater is an equal opportunity employer and does not discriminate in terms and conditions of employment with regard to sex, race, color, marital status, religion, creed, sexual orientation, veteran status, national origin, age or disability which does not, with or without a reasonable accommodation, prevent the applicant or candidate from performing the essential functions of the job, or any other characteristic protected by law. If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify Human Resources at (262) 473-0500.

PLEASE PRINT CLEARLY OR TYPE

Title of Specific Position For Which You are Applying		Today's Date	Date Available for Work
Last Name	First Name	Middle Name	Social Security Number
Street Address		City, State and ZIP Code	
Are you at least 18 years old? ___ Yes ___ No	If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.	Home Telephone Cell Phone	Work Telephone May We Call You At Work? ___ Yes ___ No
Email Address			
Are you legally eligible to work in the United States? ___ Yes ___ No		In accordance with the Immigration Reform and Control Act of 1986, the City only hires U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.	
Do you have any relatives working for the City of Whitewater? ___ Yes ___ No		If yes, relationship to you _____ By which department are they employed _____	
Have you ever been convicted of a misdemeanor or felony? ___ Yes ___ No		If "Yes", explain on a separate sheet of paper (1) nature of crime, (2) date of conviction, and (3) state in which convicted. Your answer will not necessarily bar you from employment with the City. Circumstances of conviction(s) will be taken into consideration.	
Do you have any pending criminal charges against you? ___ Yes ___ No			
NOTE: If applying for law enforcement all records are mandatory.			
Employment Condition Desired: (Please Check One) ___ Full-time ___ Part-time ___ Seasonal ___ Limited term ___ Intern ___ Other		Have you previously been employed by the City of Whitewater? ___ Yes ___ No If yes, date(s) _____ Position _____	

Education

Did you graduate high school or receive a GED? ___ Yes ___ No

How many years of schooling have you completed? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Type of School	Name and Location	# Yrs. Completed	Major Area of Study	Degree/Diploma Received
High School				
Trade / Business / Vocational				
Undergraduate Studies				
Graduate Studies				
Apprenticeship(s) Served or Trade Learned				

Skills / Training / Licenses / Professional Memberships / Certifications

If position involves driving, please indicate your driver's license number.

Number _____ State _____ Class _____

Please list all the languages you are proficient in, and indicate whether you are proficient in speaking that language, writing that language, and / or reading that language.	
Please list any first aid and or CPR training and certifications you currently hold, including the date first issued.	
Please list all relevant professional memberships, certifications, registrations, licenses. Include date first issued.	
Please list the office machines you efficiently operate.	
Please list the computer programs you are proficient in and, indicate the number of years you have with each.	

Typing Speed:	Shorthand Speed:	Ten-Key Speed:
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Employment History

Work Experience: List complete employment history, including volunteer. Begin with the most recent first.

Do Not Use "SEE RESUME" or SIMILAR. Attach additional sheets if necessary.

Employing Firm _____	Length of Employment
Address _____	From (M/Yr) _____
Your Title _____	To (M/Yr) _____
Supervisor _____ Supervisor's Title _____	Total (M/Yr) _____
Phone Number _____ # Positions Supervised _____	Last Salary _____
Principal Responsibilities (Be Complete) _____	Hours Worked Per Week _____
_____	_____
_____	Reason for Leaving or Seeking Other Employment _____
_____	_____
_____	_____
_____	May we contact this employer _____
_____	___ Yes ___ No
Employing Firm _____	Length of Employment
Address _____	From (M/Yr) _____
Your Title _____	To (M/Yr) _____
Supervisor _____ Supervisor's Title _____	Total (M/Yr) _____
Phone Number _____ # Positions Supervised _____	Last Salary _____
Principal Responsibilities (Be Complete) _____	Hours Worked Per Week _____
_____	_____
_____	Reason for Leaving or Seeking Other Employment _____
_____	_____
_____	_____
_____	May we contact this employer _____
_____	___ Yes ___ No
Employing Firm _____	Length of Employment
Address _____	From (M/Yr) _____
Your Title _____	To (M/Yr) _____
Supervisor _____ Supervisor's Title _____	Total (M/Yr) _____
Phone Number _____ # Positions Supervised _____	Last Salary _____
Principal Responsibilities (Be Complete) _____	Hours Worked Per Week _____
_____	_____
_____	Reason for Leaving or Seeking Other Employment _____
_____	_____
_____	_____
_____	May we contact this employer _____
_____	___ Yes ___ No

Availability

Please indicate your work schedule availability.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Law Enforcement Certification

Only answer the following questions if you are applying for law enforcement.

Are you certified as a Wisconsin Police Officer?

Yes No

Are you a Certifiable Officer in Wisconsin?

Yes No

Are you certified as a Police Officer in another State?

Yes No State: _____

Do you have at least 60 college credits?

Yes No

Are you a US Citizen?

Yes No

Your Signature

The City has the right to verify the information provided in this application. I may be discharged if there are any misrepresentations on this application, or my resume, or made by me in an interview that may be discovered now or any time in the future. I acknowledge that the information I have supplied is correct to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

In connection with this application for employment, I authorize the City of Whitewater and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including but not limited to, my records maintained by current and former employers and educational institutions. Moreover, I hereby release the City of Whitewater and any agent acting on its behalf from any and all liability of whatsoever nature by reason requesting such information from any person.

I understand that upon receiving a job offer, a physical examination and drug screening may be required. (NOTE: If this is a job requirement, you will be notified.)

Regardless of whether or not I become employed by the City I recognize that this application is not and should not be considered a contract of employment.

If signing this document electronically, I further agree that by entering my electronic signature below, I agree that said electronic signature shall have the same force and effect as an original signature.

Date _____ Signed _____

References

Please provide the name, address and phone number of three work related references. City staff may contact these references at any point in the selection process.

Name	Address	Phone Number	Position & Relationship to your work

Referral Source

How did you hear about the position?

Newspaper Ad (list name) _____

Online (list site) _____

Personal Reference (list name) _____

Other _____