

**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 for Employment 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, must 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) **Testing Process**

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. The second testing process will be conducted before the FTO interview process should the candidate be selected. This process will include two (2) non-medical screening tests.

2) **Three Oral Interviews**

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

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. 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 Captain Brian Uhl at 262-473-1371 or buhl@whitewater-wi.gov.

<b>Application Deadline</b>	<b>09/28/2013</b>
<b>Written Test – NO FURTHER NOTIFICATION GIVEN</b>	<b>10/05/2013 at 1:00 pm</b>
Test location: University of Wisconsin-Whitewater, 269 Wyman Mall, Upham Hall lecture room 145, (across from UW bookstore) Whitewater, Wisconsin. Presentation of photo identification is required during check-in process.	
<b>Field Training Officer Interviews</b>	<b>10/15-16/2013</b>
Interview location: Whitewater Police Department, 312 Whitewater Street, Whitewater, WI	
<b>Administrative Interview</b>	<b>10/25/2013</b>
Interview location: Whitewater Police Department, 312 Whitewater Street, Whitewater, WI	
<b>Police Commission Interview</b>	<b>11/14/2013</b>
Interview location: Whitewater Police Department, 312 Whitewater Street, Whitewater, WI	
<b>Tentative Hiring Date</b>	<b>November 2013</b>

## Application for Employment



Whitewater Police Department  
 312 W. Whitewater Street  
 Whitewater, WI 53190  
 Phone: 262-473-1373  
 E-mail: buhl@whitewater-wi.gov

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	
Last Name	First Name	Middle Name	Date Available for Work	
Street Address		City, State and ZIP Code		
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Email Address				
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, relationship to you _____ By which department are they employed _____		
Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>NOTE: If applying for law enforcement all records are mandatory.</b>				
Employment Condition Desired: (Please Check One) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal  <input type="checkbox"/> Limited term <input type="checkbox"/> Intern <input type="checkbox"/> Other			Have you previously been employed by the City of Whitewater?  <input type="checkbox"/> Yes <input type="checkbox"/> 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.

**DO NOT SUPPLY AT THIS TIME.**

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 \_\_\_\_\_