



**CITY OF WARRENSBURG, MISSOURI  
POLICE DEPARTMENT**

*APPLICATION FOR EMPLOYMENT*

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
                    First                    Middle                    Last

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone # (\_\_\_\_) \_\_\_\_\_ Evening Phone # (\_\_\_\_) \_\_\_\_\_

How long at current address? \_\_\_\_\_

List previous addresses you have resided at in the past ten years. Start with the most current.

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date from      Date to      Street Address      City      County      State

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_ Height: \_\_\_\_ Weight: \_\_\_\_\_

Have you ever used another name?      Yes      No

If yes, give name(s): \_\_\_\_\_

List all other employment applications files within the past 12 months:

<u>Firm Name</u>	<u>City/State</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the names of Warrensburg Police Department Employees that you are acquainted with:

\_\_\_\_\_  
\_\_\_\_\_

List all Traffic Tickets or Traffic Summons that you have received, beginning with the most recent:

<u>Month/Year</u>	<u>Charge</u>	<u>Jurisdiction</u>	<u>Disposition/Fine Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all states in which you have ever held a driver's license: Start with your current license-

<u>State</u>	<u>License Type</u>	<u>Expiration Date</u>	<u>Driver's License Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your driver's license ever been suspended or revoked?      Yes      No

Have you ever been arrested, charged, questioned, accused or warned for any offense or alleged violation of statute, ordinance, law, regulation by any civilian or military law enforcement authority?      Yes      No

If yes, describe below:

<u>Date</u>	<u>Charge</u>	<u>Law Enforcement Agency</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been convicted of a crime?      Yes      No

If yes, explain in detail:

\_\_\_\_\_  
\_\_\_\_\_

Type of employment desired:

Full Time

Part Time

**Days available:**

Mon.            Tue.            Wed.            Thurs.            Fri.  
Sat.            Sun.            Any Day

Hours available: \_\_\_\_\_ Available for overtime?    Yes            No

**Are you:**

A previous applicant? ..... Yes            No  
A previous employee? ..... Yes            No  
Legally able to work in the United States? ..... Yes            No  
A licensed driver with a car available for work? ..... Yes            No  
Do you have any relatives who work for the City? ..... Yes            No

If yes, names: \_\_\_\_\_  
\_\_\_\_\_

**How did you learn about this job?**

Advertisement in: \_\_\_\_\_ (Publication)  
Employee: \_\_\_\_\_ (Name)  
Employment Agency: \_\_\_\_\_ (Name)  
One-Stop Center  
Missouri Works  
Other: \_\_\_\_\_ (Specify)

***EMPLOYMENT HISTORY***

(Most recent first)

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (    ) \_\_\_\_\_

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer as a reference:    Yes            No

Employment History (Continued)

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\* \* \* \*

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\* \* \* \*

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

*EDUCATION*

Highest level of education obtained:

Less than high school diploma or equivalent. Grade completed: \_\_\_\_\_

High school

GED

Undergraduate

Graduate

Technical

Other: \_\_\_\_\_ (Specify)

**High School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Attach copy of High School Diploma or GED to this application**

\* \* \* \*

**College/ University Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

\* \* \* \*

**Graduate/Professional School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Field(s) of Study:** \_\_\_\_\_

\* \* \* \*

**Technical/Business School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

\* \* \* \*

**Police Academy Attended:** \_\_\_\_\_

**Number of Hours in Academy:** \_\_\_\_\_ **Missouri POST Certification Number:** \_\_\_\_\_ **Class** \_\_\_\_\_

**Attach copy of Missouri POST certification to this application**

***MILITARY SERVICE***

**Have you served in the armed services of the United States or its allies? Yes No**

**If yes: Branch of Service** \_\_\_\_\_

**Dates of Service** \_\_\_\_\_

**Rank at Discharge** \_\_\_\_\_

**Attach copy of DD214 to this application**



**Do you have knowledge or information, in addition to that specifically called for in the preceding questions, which is relevant directly or indirectly, in connection with an investigation of your eligibility or fitness for appointment to the Warrensburg Police Department, including, but not limited to, information concerning your character, physical or mental condition, temperance, habits, employment, education, subversive activities, associations, criminal record, traffic violations, residence or otherwise?**

**Yes      No      If yes, give details on the back of this page.**

***APPLICANT VERIFICATION***

**I hereby certify that the information given in this application, and any accompanying documentation, is true, accurate and complete to the best of my knowledge and ability. I realize that any false or misleading information given in this application and accompanying documentation may be grounds for dismissal from the selection process and/or from employment.**

**I hereby authorize the City of Warrensburg, Missouri, to conduct inquiries into my character, reputation, and ability and release those supplying such information from all liability. I further hereby authorize the City of Warrensburg, Missouri, to obtain a copy of my driving record and to perform a criminal records background check.**

**I have read a copy of the Job Description for the position of Police Officer and can perform the duties.**

**I consent to drug and alcohol testing.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_



**CITY OF WARRENSBURG  
POLICE DEPARTMENT  
Application for Employment Guidelines**

Fill out this application **completely** and **accurately**. Any false, misleading or incomplete information will be grounds for disqualification from the selection process.

Use ink, print in your own hand, neatly and legibly.

Read each item carefully before printing your response.

If additional space is required, use an additional sheet of paper and attach to this application.

Do not leave responses blank. If it does not apply, write N/A in the blank space.

**NOTICE**

If any of the following apply to you, you will **not** be considered for a position with the Warrensburg Police Department:

1. You are not currently a Certified Police Officer in the State of Missouri or are not currently enrolled in a Certified Police Academy and will be a Certified Police Officer by the announced anticipated hiring date.
2. You have processed as a Police Officer applicant with the City of Warrensburg within the past 12 months.
3. Any previous Driver's License suspension or revocation.
4. More than three moving traffic violations in any three year period within the past five years.
5. Conviction\* or arrest for any alcohol related traffic offense.
6. Conviction\* or arrest for any felony, serious misdemeanor or narcotics offense.

\* The term "conviction" includes any plea of guilty, nolo contendere, plea of not guilty with a stipulation of facts, "technical not guilty", or finding of guilty, regardless of whether sentence is imposed or executed.

**MINIMUM QUALIFICATIONS FOR THE POSITION OF POLICE OFFICER**  
Warrensburg Police Department

Must be a Certified Police Officer by State of Missouri or currently enrolled at a State certified police academy with anticipated certification by the announced projected hiring date.

Must successfully complete a Police Department physical agility test.

At time of appointment must have a valid and current Missouri Operator's License.

Must have a safe driving record which is defined as no more than three moving traffic violations in any three year period for the past five years. No record of, or current threat of license suspension/revocation and no record of driving while intoxicated.

Must complete and file an accurate, legible and complete written application with the City of Warrensburg. Must not have made any false or misleading statements or attempted any deception or fraud in this job application, test registration, examination, or appointment.

Must be of good character as determined by investigation of criminal history, driving records, past employment, military history and general background references verifying applicant conduct consistent with requirements. No criminal record.

Must appear for all required examinations and interviews at the appointed time. Applicants who fail to appear for any appointment will be disqualified.

Shall not be currently addicted to, or use narcotics or habit forming drugs or the excessive use of alcoholic beverages/liquors.

Must be physically and emotionally sound and free from any defect which might adversely affect the safe performance of essential job duties. Vision must be 20/20 or corrected to 20/20.

If hired, must reside within one hour driving distance of the Police Department and must maintain a primary residency as a condition of continued employment.

If hired, must maintain required physical and mental fitness as a condition of continued employment.

At time of hire must present birth certificate, copy of high school diploma, copy of college degree (if a college graduate), if a veteran, the official military discharge form DD214.

Must be a U.S. Citizen and qualified voter.