

Application for Employment

Please fill out form completely for employment consideration. Print and fax or mail when completed.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, or handicap. We are an equal opportunity employer.

Personal Information

Last Name		First	Middle	Date
Street Address				Home Phone () -
City, State, Zip				Mobile Phone () -
Email Address:				Business Phone () -
What was your previous address?				How long at previous address? ____ Years ____ Months
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of minimum legal age.				How long at present address? ____ Years ____ Months
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____				Social Security Number - -
How did you learn of our organization?				
Are you legally eligible for employment in the United States?			When will you be able to work?	
Are you employed now?			If so, may we inquire of your present employer?	
Have you been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Please explain:				

Are there any reasons for which you might not be able to perform the job duties (with a reasonable accomodation)?

Yes No

If yes, please explain.

Drivers license #

State

Any Violations?

Yes

No

Education

School	Name and location of school	Course of study	No. of years completed	Did you graduate?	Degree or Diploma
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Military

Complete this section if you served in the U.S. Armed Forces

Branch of Service

Describe your duties and any special training

Period of Active Duty (Month & Year)

From _____ To _____

Rank at Discharge

Date of Final Discharge

Employment History Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

1.	Company Name	Telephone () -
	Address	Employed (Start Month and Year) From _____ To _____
	Name of Supervisor	Hourly Rate Start _____ Last _____
	Start Job Title and Describe Your Work	Reason for Leaving

2.	Company Name	Telephone () -
	Address	Employed (Start Month and Year) From _____ To _____
	Name of Supervisor	Hourly Rate Start _____ Last _____
	Start Job Title and Describe Your Work	Reason for Leaving

3.	Company Name	Telephone () -
	Address	Employed (Start Month and Year) From _____ To _____
	Name of Supervisor	Hourly Rate Start _____ Last _____
	Start Job Title and Describe Your Work	Reason for Leaving

4.	Company Name	Telephone () -
	Address	Employed (Start Month and Year) From _____ To _____
	Name of Supervisor	Hourly Rate Start _____ Last _____
	Start Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed on the previous page unless you indicate those you do not want us to contact.

Do not contact

Employer Number(s)

Reason

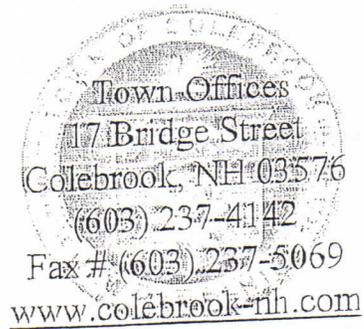
References: Give below the names of three persons, not related to you, whom you have known at least one year.

	Name	Address	Business	Year Acquainted
1.				
2.				
3.				

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature



CONSENT FORM

Release of Personnel Information by Former Employers

This is to authorize all my former employers to disclose any and all materials from my personnel files to the Town of Colebrook and to provide any additional information requested by the Town pertaining to my employment. I hereby release all of my former employers and the Town and all of their employees, officials, representatives, agents, and attorneys from any and all claims arising out of or in any way connected with the disclosure of information as authorized herein.

Certification of Employment Application Accuracy

This is to certify that all information supplied to the Town of Colebrook in the course of my application for employment, including but not limited to all information provided in writing, orally or electronically, is accurate and complete to the best of my knowledge. I agree that if I am employed by the Town of Colebrook and any of the information supplied to the Town of Colebrook in the course of my application is determined to be inaccurate or incomplete, I may be discharged from employment regardless of when the inaccurate or incomplete information is discovered.

Signature of Applicant: _____ Date: _____

POLICE OFFICER

JOB DESCRIPTION: Performs highly responsible and visible work in law enforcement to preserve the peace, protect persons and property in the community, and enforce federal and state laws, and local ordinances and by-laws.

ACCOUNTABILITY: Reports to Police Chief.

EQUIPMENT USED: Motor vehicles, electronic equipment, computer, typewriter, telephone, FAX and copy machines, firearms, restraint and control equipment, and test equipment.

ENVIRONMENT: Inside: 25% Outside: 75%

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position.

Patrol the community, and interpret, apply, and enforce federal and state laws, and local ordinances to preserve the peace and protect persons and property.

Exercise duties consistent with local ordinances, state and federal law and departmental policies.

Operate both as a member of a team and independently at incidents of uncertain duration.

Use approved firearms, handcuffs, batons, and other hand equipment in the performance of duties in accordance with federal and state laws, and town and department policies and procedures.

Effectively render aid to the public in routine and emergency situations.

Facilitate the flow of vehicular and pedestrian traffic when necessary.

Perform complex tasks during life threatening emergencies.

Make rapid transition from rest to near maximal exertion without warm-up periods.

Conduct complete and accurate investigations and prepare reports of the results.

Prepare and testify in cases before the courts.

Maintain proficiency in the operation of technical equipment, e.g. radar, blood alcohol measuring devices, cameras, radios, etc.

Operate motor vehicles in accordance with state laws and department regulations in routine and emergency situations.

Establish and maintain necessary and appropriate records of daily activities.

Maintain effective work relationships with other employees, private and public organizations and the public.

Execute safe work procedures associated with assigned tasks.

Perform other duties as assigned.

PHYSICAL REQUIREMENTS

Police officers are required to lift and carry up to 25 lbs. on an occasional basis. The ability to reach at and below shoulder height, twisting and bending is required, as well. Police officers must have good manual dexterity so that they may adequately grasp, handle, perform tasks that require torquing and fingering in the operation of two-way radios, radar, computers, telephones, firearms, motor vehicles, restraint and hand impact devices, copy machines and other required equipment.

Police officers may be required to sit or stand for extended periods of time. The ability to communicate effectively with the public, superiors, state and local officials, and others is essential. The nature of the position requires employee to be in, and maintain, sound physical condition.

WORK ENVIRONMENT

Police Officers work in a standard office environment, within a motor vehicle or outside in all types of weather conditions, hot, cold, wet, dry, snowy and may do so on potentially rugged terrain. Police Officers may be exposed to toxic fumes, chemicals and substances, fuels and fluids. Exposure to blood borne pathogens involve risks classified by CDC as: Category I (Some emergencies may entail Category I exposure risk). Employees may be exposed to grotesque sights and smells associated with major trauma.

LICENSURE/CERTIFICATION REQUIREMENTS:

Certified or certifiable in New Hampshire by Police Standards and Training as Police Officer.
Valid NH. Driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

HS Diploma or GED required. Certification by the New Hampshire Police Standards and Training Council as a full-time police officer is required. 1-2 years of relevant police experience is desired. Must possess a valid NH Driver's license. An Associate's degree in criminal justice or law enforcement, preferred. Demonstrated oral and written communications skills. Employees are required to attend annual recertification training program(s).

OTHER CONSIDERATIONS AND REQUIREMENTS:

Employee will be subjected to a criminal and financial background checks prior to employment. Employees may be subject to physical and psychological testing before hiring.