

APPLICATION FOR EMPLOYMENT

**Houlton Police Department
97 Military Street
Houlton, Maine 04730**

All applicants to the Police Department must file the following material with the application in order for your application to be deemed complete:

1. A LEGIBLE photocopy of your Motor Vehicle Operator's License;
2. Evidence of your High School graduation or its equivalent;
3. Copies of relevant documents verifying employment, education or training experience.
4. The employment application must be signed by the applicant **and** notarized by a Notary Public [NOTE: YOU MUST SIGN IN THE PRESENCE OF THE NOTARY].
5. Physical fitness testing applicant release form, signed by applicant (see last page of this application packet).

Please return your application along with the above-described attachments to:

**Town of Houlton
Personnel Manager
21 Water Street
Houlton, Maine 04730**

Only complete applications will be forwarded to the Town of Houlton for its consideration. An application must be completed and filed with the Personnel Director prior to the posted closure date for the applicant to be considered for the position. It remains the sole responsibility of the candidate to file a complete application with all necessary attachments prior to the posted closure date. Applications that are not complete will not be considered and your resume will be removed for further consideration.

IMPORTANT

Applicants for a patrol officer position who are not Basic Law Enforcement Training Program (BLETP) graduates must submit to (1) physical fitness testing; (2) an oral board (3) a thorough background investigation; (4) a polygraph (lie detector) examination (5) psychological evaluation and (6) drug screening. At the discretion of the chief law enforcement officer, a

BLETP or an equivalent out-of-state law enforcement training program graduate may not have to submit to (1) physical fitness testing or (2) a psychological evaluation.

PERSONAL

Date: _____

Name: _____

First

Middle

Last

Date of Birth: _____

Present Address: _____

Telephone or contact number: _____

Are you a citizen of the USA? _____

If your application is considered favorably, on what date will you be available to work?

Have you ever been convicted of a Class A, B, C or D crime? _____

If yes, to any of the above, describe in full: _____

Any traffic infractions: _____

If yes, to any of the above, describe in full:

List below all addresses at which you have resided in the last 15 years.

1. _____

Dates: _____

2. _____

Dates: _____

3. _____

Dates: _____

4. _____

Dates: _____

5. _____

Dates: _____

List all acquaintances or relatives that are currently members of the department. _____

RECORD OF EDUCATION

High School	Address	Last year Completed	Graduate
College	Address	Program	Degree
College	Address	Program	Degree

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? _____ If yes, what Branch? _____

Dates of Duty: From _____ To: _____

Rank at discharge: _____ Type of discharge: _____

List duties in the Service including special training: _____

PERSONAL REFERENCES (Not former employers or relatives)

Name and Occupation	Address	Phone number (MANDATORY)
1. _____		
2. _____		

3. _____
4. _____

EMPLOYMENT RECORD

List below all present and past employment for the past ten years, beginning with your most recent.

1. Name and address of company		From /To	Work Performed
Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

2. Name and address of company		From /To	Work Performed
Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

3. Name and address of company		From /To	Work Performed
Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

4. Name and address of company		From /To	Work Performed
Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

5. Name and address of company		From /To	Work Performed
Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor

Use additional pages if necessary

PLEASE LIST JOB-RELATED EXPERIENCES

The facts set forth above in my application for employment are true and complete. In understand that false statements on this application will disqualify me and if employed shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative agencies of your choice. In making this application for employment, I also understand that an investigation will be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am aquatinted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. In understand that it is my responsibility to keep the Commission apprised of my current address and telephone number. Further, punctual attendance at all required examinations, physical agility test and polygraph, are also my responsibility. In understand that failure to meet any of the above obligations may result in my immediate disqualification from the eligibility list.

Signature

STATE OF MAINE

_____ 20 _____

Personally appeared the above applicant and made oath that the information contained in this application is true and correct to the best of his/her knowledge and belief.

Before me, _____ Commission Expires: _____

Notary Public

YOU MUST ATTACH TO THIS APPLICATION THE FOLLOWING DOCUMENTS:

- (1) A LEGIBLE photocopy of your Motor Vehicle Operator’s License
- (2) Evidence of your High School graduation or its equivalent;
- (3) Copies of relevant documents verifying employment, education or training experience, as outlined on
- (4) Physical fitness testing applicant release form, signed by applicant

PHYSICAL FITNESS TEST ENTRANCE STANDARDS

APPLICANT RELEASE

I, _____, hereby state that I have applied for employment with the Houlton Police Department. I understand that the application and hiring process includes successful completion of the Maine Criminal Justice Academy’s physical fitness entrance test, consisting of the following activities:

Adopted by the MCJA Board of Trustees: 09/10/2010, effective 10/01/2010

FITNESS TEST	MALE (40 th Percentile) AGE				FEMALE (40 th Percentile) AGE			
	20–29	30–39	40–49	50–59	20–29	30–39	40–49	50–59
Max. Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12:38	12:58	13:50	15:06	14:50	15:43	16:31	18:18

I am taking this test voluntarily. I understand the physical requirements of this test and know of no reason why I cannot safely complete all portions of the test, including the 1.5 mile run, one minute sit-up test, and the maximum push-up test. I agree to indemnify and hold harmless, and release, discharge and waive all rights of action against the Town of Houlton, the Houlton Police Department, and their respective agents and employees, from any claim, damage, injury, illness, of whatever kind or nature, resulting from administration of the test and my taking of the test, which I or my heirs, successors or assigns have or might have by reason of any personal injury, death or property damage resulting from my participation in the above-described physical fitness test, which I agree to take voluntarily and without coercion or duress.

Signature of Officer

Applicant

Date

TEST PERFORMANCE

Maximum Push-up Test _____ Required _____ Result _____ Pass _____ Fail

One Minute Sit-up Test _____ Required _____ Result _____ Pass _____ Fail

1.5 Mile Run _____ Required _____ Result _____ Pass _____ Fail

POLICE PHYSICAL FITNESS TESTING DESCRIPTIONS:

MAXIMUM PUSH-UP TEST (untimed): You will assume the standard position for a push-up, which is the body rigid and back straight with the feet together and the hands slightly wider than shoulder-width apart in the up-position. An administrator will place a 3-inch measuring device on the surface directly under your chest between and in line with the nipples of your chest. With the back and remainder of the body straight at all times, you will lower the body towards the floor until your sternum touches the 3-inch measuring device being held by the administrator's hand. You will then push to the fully extended "UP" position, so that the elbows come to a near locked position. You will be no wiggling to get to the UP position. This will complete one repetition. You will complete as many correct push-ups as possible. You may rest only in the up-position while maintaining your body in a straight position at all times during the test. The test administrator will count out loud only the # of correct push-ups completed.

Scoring: The total number of correct push-ups.

ONE-MINUTE SIT-UP TEST: The test will begin in the down position. You will lie down on your back with knees bent and heels flat on the surface you lying down on. A partner will hold your feet down. Your hands will be placed clasped behind your head. Fingers are interlocked throughout the exercise. A correct sit-up is performed by sitting up until the upper body is **perpendicular** to the floor. Usually this will mean that your elbows must touch the top of your knees or extend beyond your lower legs. The complete sit-up is finished by returning to a full lying position (with upper back touching the floor) before starting the next sit-up. The buttocks must be kept in contact with the surface during the sit-up with no thrusting of the hips. You will perform as many sit-ups as possible in a one-minute period. The test administrator will count out loud only the # of correct sit-ups completed.

Scoring: Your total number of correct sit-ups

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, the assigned monitor will inform the applicant at the end of each lap the cumulative running time. The test administrator will count out loud the # of laps completed.

Scoring: The time it takes to finish 1.5 miles