



Applicant Information



Police Officer

A challenging and rewarding career awaits you as a Police Officer with the Village of South Charleston Police Department. The Village of South Charleston is accepting applications for the position of entry level Police Officer. The South Charleston Police Department is an agency with a tradition of service excellence. We serve a growing, progressive community situated in the southeastern portion of Clark County. The community has a commercial and industrial base, with a residential population of approximately 1,850.

COMPLETING YOUR APPLICATION

1. You must complete your application in your own handwriting.
2. Only black ink is acceptable.
3. Incomplete or unreadable applications will be rejected.
4. A complete address consists of name of person or employer, street number, street name, city, state, and postal code.
5. You must submit a resume, copy of credit report, copy of birth certificate, copy of driver's license, copy of social security card, copy of High School Diploma, and a copy of your Ohio Peace Officer Training certificate. All documents must be attached to this application packet. The application must be filled out completely. "See Resume" is not an acceptable response to an application category. Any reference to your resume will only be accepted after all space on the application is completed.
6. Any section on the application that does not apply to you should be marked "DNA" for does not apply. Also including all certificates of training with your application may speed up the process.

Application Process

All applicants must complete the application thoroughly and accurately. Failure to complete the application accurately will constitute grounds for rejection. The failure to truthfully disclose all material and relevant information shall also constitute grounds for rejection or dismissal if discovered subsequent to appointment.

THE FOLLOWING PHASES ARE PASS/ FAIL A THOROUGH BACKGROUND INVESTIGATION

A background investigation of each candidate will be conducted prior to appointment to probationary status. At a minimum, the investigation will include:

- A.** Verification of candidate's qualifying credentials.
- B.** A review of the candidate's criminal record, if any.
- C.** A review of the candidate's financial history.
- D.** Verification of candidate's previous employment history.
- E.** Verification of candidate's references.

APPLICANT DISQUALIFICATION AND RE- APPLICATION

The following occurrences in your background could result in rejection of your candidacy:

- 1.** Felony Conviction
- 2.** Conviction for Drug Related Violations or Use of Illegal Drugs.
- 3.** Abuse of Alcohol
- 4.** Anti- Social Behavior
- 5.** Poor Work Record
- 6.** Poor Driving Record
- 7.** Numerous Debts
- 8.** Incomplete or Inaccurate Information on Application
- 9.** Inconsistencies in Information Provided on Application, in Interview.

The South Charleston Police Department considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status. Thank you for your interest in the South Charleston Police Department. All South Charleston Police Department part-time and auxiliary employees are required to work 24 hours per month. All information has to be completed.

Last Name	First Name	Full Middle Name
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Street Address	City	State	Zip Code
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Home Phone ()	Other Phone ()	Birthdate (mm/dd/yyyy)	Drivers License # & State	Social Security Number
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Have you ever been employed/or filed an application with South Charleston Police Department before?
 Yes No If yes, give dates and reason for departure.

Have you ever been convicted of any type of Misdemeanor or Felony? Explain Below

Have you been convicted of any traffic violation in the past 5 years? Yes No
If yes, give dates and type of violation as well as the name of the agency issuing the citation(s).

Have you ever declared Bankruptcy? Yes No
If yes, give date filed and date of discharge. Please also state the reason why you declared bankruptcy.

Have you ever had a civil suit filed against you? Yes No
If yes, explain. If needed, use the back of this page to explain.

Do your bills currently exceed your income? Yes No

Do you Rent Own Live at home with parents or relative

List all addresses in which you have resided in the past 20 years.

Education

High School (Name and Address)

College (Name and Address)

Graduate or Professional of any other schooling (Name and Address)

Describe any specialized training, apprenticeship; skills that may apply to the job you're applying for or training you have received relating to the position.	Name and address of school	Course of Study	Years Completed	Diploma, Degree or Certificate
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Do you have? College Degree High School Diploma G.E.D

Indicate any foreign languages you speak.

EMPLOYMENT HISTORY

Name of employer:			
Address:	City:	State:	Zip:
Phone number ()		Name of supervisor:	
Starting Date:		Date of Departure:	
Job Title:	Starting Salary:	Ending Salary:	
Work Performed:			
Reason For Leaving:			

Name of employer:			
Address:	City:	State:	Zip:
Phone number ()		Name of supervisor:	
Starting Date:		Date of Departure:	
Job Title:	Starting Salary:	Ending Salary:	
Work Performed:			
Reason For Leaving:			

Name of employer:			
Address:	City:	State:	Zip:
Phone number ()		Name of supervisor:	
Starting Date:		Date of Departure:	
Job Title:	Starting Salary:	Ending Salary:	
Work Performed:			
Reason For Leaving:			

References

List three references not relatives or former employers who are responsible adults who you have known for at least five years.

Name:		Address:	
City:	State:	Zip:	
Home Number:	Work Number:	Job Title:	

Name:		Address:	
City:	State:	Zip:	
Home Number:	Work Number:	Job Title:	

Name:		Address:	
City:	State:	Zip:	
Home Number:	Work Number:	Job Title:	

**I CERTIFY THAT ALL THE INFORMATION IS TRUE
AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

I hereby give my permission to the South Charleston Police Department to contact employers I have listed concerning my present and prior work experience. If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) and explain.

Signature: _____ **Date:** _____

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant notes on this application form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the South Charleston Police Chief and / or his agents to verify any of this information, including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release and hold harmless to release any said persons, schools, companies and law enforcement authorities from liability for any damage whatsoever for issuing this information.

Printed Name of Applicant Date

Signature of Applicant Date

Print Name of Witness Date

Signature of Witness Date

APPLICANT AGREEMENT FOR EMPLOYMENT

The applicant understands and acknowledges that the South Charleston Police Department requires that all sworn officers and employees maintain 24 worked hours per month. The South Charleston Police Department reserves the right to require the applicant to work the mandated amount of 24 hours per month. The South Charleston Police Department reserves the right to discharge any employee that does not comply with minimum amount of hours worked each month.

By signing this document, the applicant consents to work the mandated hours required by the South Charleston Police Department and agrees that he or she has no cause of action against the Employer arising from these issues. If the applicant refuses to consent to the mandated hours, the Employer shall not accept or further process his or her application for employment.

Printed Name of Applicant

Date

Signature of Applicant

Date

Signature of Chief of Police

Date

Minimum Qualifications

Applicants for the position must meet the following minimum qualifications.

1. Be at least 21 years of age and a United States citizen.
2. Be able to have a telephone ready at hand in case of emergency.
3. Possess or obtain, upon appointment, a valid driver's license.
4. Possess, upon appointment, certification as an Ohio Peace Officer.
5. Obtain satisfactory scores on all phases of the qualification process.
6. Successfully pass other screening tests prior to appointment, including a practical assessment, background check, physical and drug screen.
7. Reside within 45-minutes response time to the South Charleston Police Department.
8. Be able to work 24 hours per month.

