



HARDWICK POLICE DEPARTMENT

56 High Street P.O. Box 447. Hardwick, Vermont. 05843

Phone (802) 472-5475 Fax (802) 472-6865

POLICE OFFICER EMPLOYMENT APPLICATION PACKET

Completion of the Police Officer Employment Application Packet is the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of Police Officer. Read all of the questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. Type or print the forms using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "DNA" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

This packet contains the following forms:

Police Officer Employment Application
Waiver of Liability and Release Form
Police Officer Position Description

Return the entire packet to the address below:

Hardwick Police Department
PO Box 447
Hardwick, VT 05843

Office Use Only: Date Received _____



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POLICE OFFICER EMPLOYMENT APPLICATION

Instructions

You must complete this application yourself. It may be printed in ink or typed. Your ability to completely and honestly complete this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs, committed a theft, or another illegal act will not automatically eliminate you, but the omission of it during the application process will. Once submitted, this application becomes the property of the Town of Hardwick.

Basic Personal Information:

Name: _____
Last First Middle

Please list any other names that you have used: _____

Home Address: _____
Street City State Zip

Social Security Number: _____

Email address: _____

Telephone: _____
Home Number Daytime Number Cell Phone

Driver's License: _____
Number State Type

Place of Birth: _____
City State Country



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1. Are you at least 18 years of age? _____ Yes _____ No
2. Do you have a legal right to work in the United States? (Check One)
_____ U.S. Citizen _____ Permanent Resident Status
_____ Other
3. Are you a certified Police Officer in the State of Vermont? _____ Yes
_____ No
4. If yes, when did you obtain your certification? _____
5. If yes, in what state did you receive your commission/license? _____
6. If yes, when and where did you obtain your license?

POST Training Academy or Department

Address City State Zip Date

7. Have you applied for a position in the Town before? _____ Yes _____ No
8. If yes, when and previous position(s) applied for: _____

Military Service:

Please make copies of all applicable service records including any discharge papers and attach to this application.

Branch: _____ Serial: _____

Date of Service: _____ to _____

Reserve Status: _____

Type of discharge: _____

If not honorable, explain: _____

Grade and duty assignment at discharge/separation: _____

Are you registered for the Selective Service? _____ Yes _____ No



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Selective Service Number: _____ Classification: _____

Are you a member of the Reserves or National Guard? _____Yes _____No

If yes, give unit, location, grade, and duty assignment:

Unit	Location	Grade	Duty Assignment
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Education:

Please complete this information that applies and attach copies of your diplomas or copies of your course schedule and grades to the application.

If you did not complete high school, do you have a GED? _____Yes _____No

School: _____

Address: _____

Graduate Course: _____

Phone Number: _____

Dates enrolled Study/Major _____

Specialized Skills and Training:

Do you speak another language other than English? _____Yes _____No

Fluent? _____Yes _____No

If yes, please list: _____

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application:



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Please list any social internet sites (Facebook, Myspace, Instagram, TikTok, etc.) that you have an active or past account with: _____

Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application: _____

Personal History:

1. Do you know of any reason that you could not pass a background check? _____ Yes _____ No
2. Have you ever been fired or asked to resign from a job? _____ Yes _____ No
3. Have you ever received disciplinary action from an employer? _____ Yes _____ No
4. Have you ever stolen from an employer? _____ Yes _____ No
5. Have you ever committed a crime for which you were not arrested? _____ Yes _____ No
6. Have you ever assisted someone in committing a crime? _____ Yes _____ No
7. Have you ever falsified a police report? _____ Yes _____ No
8. Have you ever accepted money not to report a crime? _____ Yes _____ No
9. Have you ever slept on the job? _____ Yes _____ No
10. Has any driver's license issued to you ever been suspended or revoked? _____ Yes _____ No
11. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? _____ Yes _____ No
12. Have you ever been bonded? _____ Yes _____ No
13. Have you ever been refused bond? _____ Yes _____ No

If you answered yes to any of the questions listed above, please write a brief explanation for that question on a separate sheet. List the question by number. If you are interviewed, you will be asked about any "yes" answers. Any "yes"



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answers will be closely examined during a background check. A "yes" answer does not automatically eliminate you from consideration from employment. Your omission of these facts will automatically eliminate you from consideration.

Traffic, Civil Court, and Criminal Record:

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

Type of Case	Jurisdiction	City, State
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment History:

Notice: Start with your current job, if employed, and list your past employment in reverse order. Include all employment from high school to present. Account for anytime that you were unemployed by stating the nature of your activities. If additional space is needed, list on a separate sheet.

Company: _____ Position: _____ FT or PT

Address: _____ City: _____ State: _____ Zip: _____

Dates from: _____ to _____

Supervisor's Name: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving: _____



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Company: _____ Position: _____ FT or PT

Address: _____ City: _____ State: _____ Zip: _____

Dates from: _____ to _____

Supervisor's Name: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving: _____

Company: _____ Position: _____ FT or PT

Address: _____ City: _____ State: _____ Zip: _____

Dates from: _____ to _____

Supervisor's Name: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving: _____

Company: _____ Position: _____ FT or PT

Address: _____ City: _____ State: _____ Zip: _____

Dates from: _____ to _____

Supervisor's Name: _____ Telephone Number: _____

Job Duties: _____

Reason for leaving: _____



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Residences:

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code. If additional space is needed, list on a separate sheet.

Address	City	State	Zip Code	Dates
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Personal References:

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

Name	Address	City	State	Zip Code	Phone Number
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Remarks:

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies or interests? You can also use this section to expound upon any answers to any questions on this application:



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Please Read Carefully Before Signing this Application

I declare that the foregoing statements are true and correct to the best of knowledge and belief. I realize that falsification of any information on this application is ground for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from Town service if I have been employed.

Applicants Signature: _____ Date: _____

This is what will happen with your application:

1. Your application is reviewed to ensure you meet the minimum qualifications for a Police Officer position and for accuracy, legibility, and completeness.
2. If the application is accepted, you will receive a letter notifying you of acceptance. Letters are not sent for rejected applications.

WAIVER OF LIABILITY AND RELEASE FORM

In consideration of the Hardwick Police Department and the Town of Hardwick, Vermont, hereinafter referred to as the Agency, processing my application for

employment, I _____ hereby irrevocably agree to
Full Name (typed or printed)

the following terms and conditions:

1. The term "background investigation" as used in this document refers to any and all information and sources of information that the Agency, in its sole discretion, may deem necessary to obtain or contact, to determine my fitness as a candidate for employment with the Agency.
2. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action any officer, agent, or employee of the Agency who may conduct my background investigation.



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3. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action, any and all person any entities who shall furnish any information or opinions to the officers, agents, or employees of the Agency who conduct my background investigation.
4. I authorize any person or entity contacted by the Agency's officers, agents, or employees during the course of my background investigation, to furnish such officer, agents, or employees any information opinions they may have, and hereby expressly waive any and all legal privileges, the clergyman-penitent privilege, the husband-wife privilege, and the accountant-client privilege.
5. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the political subdivision, the Agency or any of its officers, agents or employees for any statements, acts or omissions in the course of my background check.
6. I expressly waive all of my legal rights and causes of actions to the extent that the Agency background check may violate or infringe upon these legal rights and causes of action.
7. I expressly agree that I will never, under any circumstances, attempt to obtain the results of my background investigation as conducted by the Agency, realizing such information must of necessity remain confidential.

DO NOT SIGN BEFORE READING

This release from liability given by me to the political division, the Agency, its officers, agents and employees and all others as mentioned above, shall apply to my right of any nature whatsoever that might accrue to myself, my heirs, or my personal representative.

Date: _____ Signature of Applicant: _____

Date of Birth: _____ SSN: _____

Driver's License Number and State: _____

Date: _____ Witnessed by: _____



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Title: Police Officer

Pay Type: Hourly

DEFINITION AND DISTINGUISHING CHARACTERISTICS:

Work includes patrol, investigation, and related police work in the maintenance of law and order, in the protection of life and property, and in the prevention and suppression of crime and other related work as required. Other work assignments may include, by are not limited to, the Governor's Highway Safety campaign, Click it or Ticket, special events policing.

ESSENTIAL FUNCTIONS:

This is a responsible field and administrative police position

1. Patrols by vehicle for extended periods; may also patrol by bicycle, motorcycle or on foot; investigates unusual conditions; assists motorists in distress; supervises activities at scenes of accidents, aids victims, and directs traffic; enforces traffic regulations by issuing warnings, tickets, or citations.
2. Responds to call through dispatch such as disturbances, domestic problems, disabled motor vehicles, animal calls, etc.
3. Enforces local ordinances and federal and state laws, issues citations and serves warrants.
4. Makes arrests for violation of law; enforces fish and wildlife law; gathers evidence and prepares reports for court cases; appears in court to present evidence; completes reports and maintains appropriate record of activities.
5. Conducts criminal, juvenile, and accident investigations as needed; determines whether or not investigation is warranted; interviews and/or interrogates victims, witnesses, and suspects; may also perform all duties related to accident investigation and assist at arson investigation.
6. Serves subpoenas, arrest warrants, and death notices; transports prisoners; assists owners in entering locked residences and vehicles in emergency situations.
7. Responds to public emergencies such as medical emergencies, motor vehicle accidents, fires, etc.; performs first aid as required; assists in the search for lost or missing people.
8. May assist other law enforcement agencies in apprehending fugitives or other duties.



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9. May be called upon to perform limited dispatching duties, as necessary. If fully trained, may be assigned full dispatch duties in the absence of a regular dispatcher.
10. Maintains equipment, vehicles and weapons.
11. Participates in department training exercises or classes, in a classroom or field environment, and study department materials to acquire and advance job knowledge and skills.
12. Makes frequent contact with the general public, other law enforcement agencies, and community organizations requiring tact, perceptiveness and discretion.
13. Performs other necessary tasks or functions as is necessary to accomplish Department goals and objectives.

KNOWLEDGE AND EXPERIENCE:

Work is performed in accordance with established law enforcement practices, with limited latitude for the exercise of independent judgment when following established policies, procedures and guidelines within a framework of pertinent laws. The work requires the application of a specialized body of knowledge that requires pre-employment education or training, supplemented by extensive, on-the-job experience. Work is performed with the direct supervision by the Sergeant/Corporal with respect to technical police procedures and practices. Work is reviewed through observation of patrol production and completion of assigned tasks. Work originates as the result of the continuing need to provide effective and efficient police protection. Work involves extensive public contact, as well as some ongoing contact with other local law enforcement agencies.

WORK ENVIRONMENTS:

Work consists of field work and office work. Work involves an element of personal danger and requires a high level of physical ability to include vision, hearing, speaking flexibility and strength. Work requires the ability to participate in training which may place significant stress on cardiovascular and musculoskeletal systems. Ability to perform strenuous and hazardous tasks under all-weather conditions. Physical capabilities must be sufficient to engage in confrontational physical arrest situations under a variety of circumstances; physical proficiency to subdue attacking persons, as well as the physical capabilities to chase, apprehend and restrain individuals consistent with the enforcement of the law and apprehension of criminals. Ability to exhibit both



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gross and fine motor coordination skills in operating department equipment. Must be able to stand and sit for long periods of time (more than 1 hour at a time) and must be able to lift 50 pounds occasionally and 25-30 pounds regularly.

TYPICAL EXAMPLES OF WORK PERFORMED:

Performing patrols, develops and completes reports, works in a team environment with other officers and law enforcement departments, interviews and questions clients, attends meetings and hearing. Actively interacts with the public.

Performs all of the duties normally.

Performs related work as required.

Prepares reports, attend meetings, and advises the Sergeant of potential issues facing the Police Department and its operations.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Vermont Criminal and motor vehicle law.

Extensive Knowledge of departmental rules and regulations, policies, and procedures.

Basic Knowledge and skill in first aid.

Knowledge of the geography of the Town of Hardwick.

Skilled in the use and care of firearms, tasers, computers, radios, and other required police equipment.

Ability to analyze and prioritize emergency situations and to adopt quick and reasonable course of action that minimizes the hazard to police personnel and the general public.

Ability to communicate effectively both orally and in writing.



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MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE:

1. Must be at least 18 years of age and a citizen of the United States.
2. Possession of a valid motor vehicle operator's license
3. Associate's degree, or higher, from an accredited school;
4. High school Diploma or GED equivalent
5. No felony or serious misdemeanor convictions; and
6. No habitual or serious traffic offenses which may adversely affect a law enforcement career

DESIRED QUALIFICATIONS:

1. Graduation from the accredited two-year college or university with a degree in Sociology, Criminal Justice, Public Administration or other closely related field and on year of police work experience.
2. Current certification as a sworn Police Officer in the State of Vermont or capable of obtaining a certification within one year of service.
3. Demonstrated ability to use word processing equipment to include computers and printers.

DISCLAIMER:

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties, responsibilities or requirements.

By signing this form, you certify that you are capable of performing all of the requirements of the position of Police Office with the Town of Hardwick

Applicant Signature

Date

Witness Signature

Date