

FORT GIBSON POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



Our Mission Statement

"It is the mission of the Fort Gibson Police Department to apply the sum of our knowledge, skills, and available resources to protect life, prevent crime, and provide professional services that will enrich the overall quality and safety of life for the community we serve".

Immigration and Reform Control act of 1986: *In accordance with the United States Code "Title 8, Section 123a. The Town of Fort Gibson must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service, and the United States department of Labor require you to furnish the Town of Fort Gibson with the one and/or all of the following documents.*

Documents *required* to apply for The Fort Gibson Police Department (*must be attached*)

1. Driver's License
2. Social Security Card
3. Birth Certificate
4. High School Diploma

Documents that may substitute the above list

1. United States Military Identification Card
2. United States Passport
3. Certification of United States Citizenship
4. Certification of Naturalization
5. Alien Resident/Alien Card with photograph
6. Unexpired INS Employment Authorization

Nepotism:

In accordance with the Policy and Procedure Manual for the Town of Fort Gibson, the applicant must not be the immediate family, by blood or marriage of any elected official to the three levels of consanguinity or affinity.

Applicants must complete the application on their own, all requested documents must be attached, and all questions must be answered truthfully.

Are you CLEET Basic Law Enforcement Certified?

Yes___ No___

If so please provide CLEET number along with date complete.

CLEET Number_____ Date Completed_____

The Fort Gibson Police Department job description, goals and mission can be found on our website.

Have you read, understand, and are willing to abide to the Fort Gibson Police Department job description along with the goals and mission? **Yes**____ **No**____

Have you read the physical requirements and the working conditions of a Fort Gibson Police Officer and can you meet these requirements? **Yes**____ **No**____

Background investigation:

If you are tentatively selected for employment with the Town of Fort Gibson. The Police Department will conduct a thorough investigation prior to being appointed to a position with the Town. You must sign the attached authorization form in order for the town to verify your credentials. This may include a polygraph examination

Have you ever been arrested? **Yes**____ **No**____

If yes what was the disposition of the case?

Drug Screening:

You will be required to pass a pre-employment drug test if selected. This is in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act. The Town of Fort Gibson employees are subject to random and/or deliberate drug testing. Will you comply with the drug testing procedure? **Yes**__ **No**____

An equal opportunity employer:

The Town of Fort Gibson does not discriminate on the basis of race, color, religion, sex, age, marital status, veteran status, political affiliation, disability status, or any other legal protected status.

Field Training Program:

The Fort Gibson Police Department has a lengthy Field Training Program (FTP). The FTP consists of on the job training where a new recruit is supervised, trained, and graded by a Field Training Officer. This process is a *minimum* of ten weeks with a *maximum* of 20 weeks. The FTP is considered the last phase of the hiring process and if a recruit does not perform to the satisfaction of the FTO's, the recruit will not be retained as an employee of the Fort Gibson Police Department.

Do you understand the terms of the FTP? **Yes**____ **No**____

Pre-Employment Agreement

Please read carefully and be sure that you understand this agreement.

I agree to a drug screen as part of my application for employment with the Fort Gibson Police Department. I understand that either a refusal to submit to the drug screen or failure to qualify to the minimum standards established by the Fort Gibson Police Department may disqualify me from further consideration for employment.

I authorize the Fort Gibson Police Department to conduct a thorough background investigation including but not limited to, driver history, arrest records, character references, employment references and any other legal means of determining if I am the right candidate for the position.

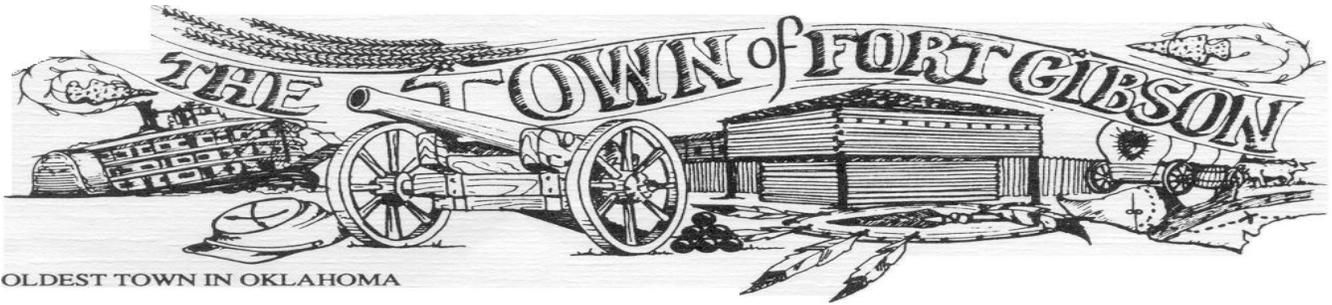
I further understand that upon employment with the Fort Gibson Police, I may be required to submit to a drug screening under the conditions outlined in the Policy and Procedures for a Drug Free Workplace. I understand that refusal to take the drug screen may result in immediate suspension or discharge.

I understand that the Field Training Program must be completed to the satisfaction of the Field Training Unit and the Chief of Police. I understand that Field Training Program is considered the last stage of the hiring process and if I do not complete the program, I may not be retained as an employee with the Fort Gibson Police Department.

I understand that I may have to work weekends, days, nights, overtime, holidays, and shifts will be bid by seniority.

Applicant Signature

Date



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Please List three personal references (Non-relative).

Full Name: _____ Relationship: _____

Years Known: _____ Phone: _____

Full Name: _____ Relationship: _____

Years Known: _____ Phone: _____

Full Name: _____ Relationship: _____

Years Known: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference?

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

List any Commendations, Awards, Certifications, or Specialized Training

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____