



MAPLEWOOD POLICE DEPARTMENT
7601 Manchester Road
Maplewood, Missouri 63143
314/645-3000
Fax – 314/646-3696



Application for Civilian Employment

An Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Police Department is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Date of Application:		
Name:		
Driver License Number and State:		Social Security #
Address:		
Phone Number:		
Position Applied for:		
How Did You Learn About Us?	<input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

	YES	NO
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with the City of Maplewood before? If yes, give position and date of application: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with the Maplewood Police Department before? If yes, give position and date of application: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the City of Maplewood before? If yes, give position and dates: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the Maplewood Police Department before? If yes, give position and dates: / /	<input type="checkbox"/>	<input type="checkbox"/>
Do any of your relatives or friends work for the City of Maplewood? If yes, who? What department?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know any member of the Maplewood Police Department? If yes, who and in what capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if your job requires it?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a crime (misdemeanor or felony)? If yes, explain fully (dates, jurisdiction, charge, sentence, disposition, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

**** If you need additional space, please continue on a separate sheet of paper ****

What date are you available to begin work?	/ /
What is your desired salary range?	\$ - \$ per
What type of position are you applying for?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Are you available for shift work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION				
	Name & Address of School	Course of Study	# of Years Completed	Diploma / Degree Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and/or extra-curricular activities:

Describe any job-related training received in the United States military:

List professional, trade, business or civic activities and offices held <i>(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)</i>

**** If you need additional space, please continue on a separate sheet of paper ****

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

1.	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			
2.	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			
3.	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			

ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualification acquired from employment or other experience.

List any other information you feel may be helpful to the Maplewood Police Department in considering your application:

**** If you need additional space, please continue on a separate sheet of paper ****

SPECIALIZED SKILLS (Check Skills / Equipment Operated)					
<input type="checkbox"/>	Terminal	<input type="checkbox"/>	Spreadsheet	<input type="checkbox"/>	Copier
<input type="checkbox"/>	PC / MAC	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>	Fax Machine
<input type="checkbox"/>	Typewriter WPM	<input type="checkbox"/>	Shorthand WPM	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	R.E.J.I.S.	<input type="checkbox"/>	N.C.I.C.	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	C.A.R.E.	<input type="checkbox"/>	M.U.L.E.S.		
<input type="checkbox"/>	Other (list)				

REFERENCES				
1.	Name		Phone	()
	Address			
2.	Name		Phone	()
	Address			
3.	Name		Phone	()
	Address			

1. Have you been provided with the job description, requirements, and essential job functions of the position for which you are applying? Yes No (If no, do not answer the following question)
2. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No

APPLICANT'S STATEMENT					
<p>I certify that the answers given herein are true and complete.</p> <p>I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a thorough background investigation will be conducted as part of the hiring process.</p> <p>This application for employment shall be considered active for a period of time not to exceed 60 (sixty) days. (Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.)</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Maplewood Police Department is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Maplewood.</p> <p>In the event of my employment, I understand that false or misleading information given in my application, interview(s), or background investigation may result in discharge. I also understand that I am required to abide by all rules and regulations of the Maplewood Police Department and the City of Maplewood.</p>					
<table border="1"> <tr> <td align="center" colspan="2">Signature of Applicant</td> <td align="center" colspan="2">Date</td> </tr> </table>		Signature of Applicant		Date	
Signature of Applicant		Date			

Civilian Employee Application

E-VERIFICATION NOTIFICATION

Notice to Applicant

The City of Maplewood Participates in the E-Verify Program

Pursuant to Missouri state law, and in accordance with Federal requirements, the City of Maplewood participates in the E-Verify Program to verify the eligibility of every newly hired employee to work in the United States. Missouri state law requires that government employers verify the identity and validate the ability of all persons hired to work in the United States.

The City of Maplewood will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, the City of Maplewood is required to provide you written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use with the Form I-9.

I confirm that I have read and understand the above as it pertains to the E-Verify Program and further affirm that I have been notified by the City of Maplewood of its participation in the E-Verification Program.

Signature: _____

Print Name: _____

Date: _____