

CITY OF NEW SHARON APPLICATION for EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Equal Employment Policy of the City of New Sharon is that all applicants and employees, regardless of race, color, religion, sex, national origin, age or handicap shall not be discriminated against in any employment matter, including recruiting and hiring, working condition, training programs, promotions, upgrading, advancement, and all other terms and conditions of employment.

NEW SHARON POLICE DEPARTMENT

101 S. MAIN ST PO Box 507

NEW SHARON, IOWA 50207

Telephone: (641) 637-4124

Fax. (641) 637-4184

Kevin Lamberson- Chief

Employment Application Form

General Information and Instructions

The information you provide in this personal history statement will be used in the Investigation to assist in determining your suitability for the position of Police Officer.

Please fill out the application completely and accurately. Keep in mind that:

1. There will be an investigation into the qualifications and background of any Person being considered for appointment. This shall include investigation of the applicant's abilities, reputation for truthfulness, and respect for the law.
2. All statements are subject to verification.
3. All items on the applications must either be filled out or marked "N/A" meaning they do not apply. Deliberate inaccuracies or incomplete statements may result in automatic disqualification.
4. You should account for all time periods in your background.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job of Police Officer. For example, being fired from a job is not in itself grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job,

Please print in ink or type your responses on this application. If you need more space to respond to a question, use the reverse side of the page and identify the question to which the additional information applies.

You may submit a resume to supplement the information requested on this application.

Please return the signed application with any supplemental material in person or by mail to the listed address.

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Name

Last

First

Middle

Address:

No.

Street

Apt.

City

State

Zip

Telephone

Home

Work

Cell

Are you at least 21 years of age? Y or N

Are you legally permitted or otherwise authorized to work in the United States? Y or N

Have you ever been employed by New Sharon Iowa? Y or N

If yes, give the department and dates: From:

To:

Have you been employed by any other Law Enforcement or Corrections agency? Y or N

If Yes, list agencies and dates:

If you are currently employed, may we contact your present employer? Y or N If yes please provide the name and phone number of contact:

If hired on what date would you be available to start working? _____

Have you served in the U.S. Armed Forces? Y or N Branch of service _____

Iowa Driver's License Number: _____

List other states where you have been licensed to operate a motor vehicle

List all traffic citations you have received. Include the violation, date, and location (city).

List any accidents where you were involved as a driver. Include date and location.

Have you any criminal convictions for any violation of the law? Y or N
Include any convictions now on appeal. Do not include any conviction occurring before your 18th birthday. Please include any court martials. If yes please explain.

Do you have any physical or mental limitations that would prevent you from performing the essential functions of the position for which you are applying? If yes, please explain:

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EMPLOYMENT HISTORY

Starting with present or most recent, list your previous employers. Include self-employment, summer, and part-time jobs.

1.

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for leaving

2.

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for leaving

3.

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for Leaving

4.

Employer	Address	Telephone
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Job Title

Description of Duties

Dates Employed

Supervisor

Reason for leaving

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EDUCATION AND TRAINING

Do you have a college degree? Y or N If yes, list the college(s) and degree(s) attained. If not, list classes/credits earned towards a degree and the institution which they were taken.

List schools attended starting with high school

School

Location

Degree or credits earned

List any additional skills, certifications or licenses you possess that you believe are relevant to this position.

REFERENCES

Give the names of three persons not related to you, whom you have known at least one year.

Name

Address

Telephone

Name	Address	Telephone
<hr/>		
Name	Address	Telephone

Thank you for completing this application and for your interest in employment with us. Your application will remain on file with us for 6 months.

CERTIFICATION AND AGREEMENT

I hereby certify that the information set forth in the above employment application and the information on my resume is true and complete to the best of my knowledge. I understand that if employed, omissions or foiled statements shall be sufficient cause for dismissal. I

authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Date_____ Signature of Applicant

I hereby give the City of New Sharon the right to make a thorough investigation of my past employment, education, and background and I release from liability all persons, companies or corporations supplying such information.* I also release the City of New Sharon and employees and agents from any liability which might result from making such investigation. I understand that any false answers or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of New Sharon and myself, either for employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon the City of New Sharon or any of their employees or agents. If an employee relationship is established, I understand that I have the right to terminate employment at any time for any reason, and that the City of New Sharon retains a similar right.

I understand that any offer of employment will be conditioned on my providing proof of work eligibility within three (3) business days of commencement of employment.

Signature

Date

*Note: The provisions of the Fair Credit Reporting Act will be applicable if a credit report on the applicant is obtained and considered.

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Director



CampDodge PO Box 130

Phone: 515 | 245357 fax: | 515 | 245971

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IOWA LAW ENFORCEMENT ACADEMY COUNCIL MEMBERS

PREFACE

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness status for job performance, established this physical test regimen as a pre-employment standard effective February 15, 1993.

No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test. (See 501 IAC 2.1, adopted pursuant to Section 80B.1(5), Code of Iowa.)

Upon entry into the Academy every candidate will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undue risk of injury, and with a level of fatigue tolerance to meet all Academy requirements. If at the time of entrance into the Academy an officer does not meet minimum standards, he or she will not be admitted.

This pamphlet will provide information on the rationale, purpose, testing procedures, standards of performance and fitness activities to prepare for the fitness testing. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

Provisions as to push ups for females were modified in February, 1996, and are as set forth in this brochure, effective for persons hired on or after July 1, 1996.

Any questions you may have about these standards should be directed to the Academy at 515-242-5557 or at the address shown on the cover.

What is physical fitness?

Physical fitness is a status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity of cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area of heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.

- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area of lower back disorders.

Why is fitness important as a job related element for law enforcement officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can minimize the "known" health risk for law enforcement officers.

- Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and a number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

- Physical fitness can be an important area of minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

How will physical fitness be measured?

The Physical Fitness Test Battery consists of four basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

1. SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to an apparatus with 15 inches being at the toes and the one inch mark closest to the body. Knees must be locked and the hands together as the person stretches down the measuring apparatus.



2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in number of bent leg sit ups performed in 1 minute. Hands behind the head, in the up position, elbows should touch the knees or upper portion of the thigh, in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.

