



KITTERY POLICE DEPARTMENT

200 Rogers Road
Kittery, ME 03904

207-439-1638

APPLICATION FOR EMPLOYMENT

Note: Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the existence of a medical condition or handicap. Please type or print all information requested. A resume may be attached to this application.

Date of Application: _____ Position Applied for: _____

Name of Applicant: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City/Town) (State) (Zip)

Mailing Address: _____
(if different than above)

Telephone # _____ Social Security # _____

Name, Address and Telephone Number of person to be notified in case of emergency:

(Telephone #)

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

If Yes, Name of Person: _____
(Telephone #)

Are you a citizen of the United States? Yes ___ No ___

If Naturalized, give date and place of Naturalization: _____

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Yes ___ No ___ (Proof of citizenship or immigration status will be required upon employment)

Are you available to work: Full Time ___ Part Time ___ Shift ___ Temporary ___

On what date would you be available to work? _____

Do you have a valid Maine Driver's License? Yes ___ No ___

License # _____ Class _____

If you do not have a State of Maine Driver's License complete the following:

(State) (License #) (Class)

Have you ever been convicted of any motor vehicle violations other than parking tickets in the last five years? Yes ___ No ___ If Yes, provide details: _____

Have you ever been **summonsed**? ___ If Yes, provide details: _____

Have you ever been *arrested* for a crime? ____ If Yes, provide details: _____

Have you ever been *indicted* for a crime? ____ If Yes, provide details: _____

Have you ever been *convicted* of a crime? ____ If Yes, provide details: _____

Can you speak a foreign language? Yes ____ No ____ If Yes, which language(s)? _____

List any professional, trade, business or civic activities and offices held _____

Are you a veteran of the U. S. Military Service? Yes ____ No ____ If Yes, list Branch of Service, years served and when, highest rank attained and type of discharge: _____

EDUCATIONAL BACKGROUND

Elementary School: _____ Years Completed _____

High School: _____ Years Completed _____

College/University: _____ Years Completed _____

Degrees: _____

Graduate/Professional: _____

Course of Study: _____

Honors/Awards Received: _____

Specialized Training, Certifications, Apprenticeship, etc: _____

References:

List name, address and telephone number of three (3) references who are not related to you and who are not former employers.

Special Skills & Qualifications: Summarize any special skills and qualifications acquired from prior employment, training or other experiences:

Employment Experience:

Starting with your present or most recent job, list your employment experience.

1. Employer: From: _____ To: _____

(Name of Company)

(Address)

(Telephone #)

(Position Held)

Duties: _____

Reason for Leaving: _____

2. Employer: From: _____ To: _____

(Name of Company)

(Address)

(Telephone #)

(Position Held)

Duties: _____

Reason for Leaving: _____

3. Employer: From: _____ To: _____

(Name of Company)

(Address)

(Telephone #)

(Position Held)

Duties: _____

Reason for Leaving: _____

Signature of Applicant _____

Date: _____

INFORMATION FOR POLICE OFFICER APPLICANTS

The following information is provided to and required for the position of Kittery Police Officer.

All applicants must provide an individual photograph, not in a group, taken within the last two years. All applicants must also provide a photocopy of their current driver's license. These submissions are required for background investigation purposes.

All applicants must sign the statement at the bottom of this sheet to authorize a thorough background investigation prior to employment. Please indicate if you do not wish your current employer contacted.

All finalists for a full time Police Officer position will be required to submit to a finger print check for background information purposes.

All finalists for a full time or part time Police Officer position will be required to provide Alert Test verification from the Maine Criminal Justice Academy.

All finalists for a full time or part time Police Officer position will be required to have received Maine Criminal Justice Academy Certification (1 00 hour course minimum).

All finalists for a full time Police Officer position may be required to take a post-offer psychological examination.

The finalist for a full time or part time Police Officer position will be required to pass a post-offer physical examination (as required by the Maine Criminal Justice Academy).

I hereby waive my rights under the Federal Government Privacy Act of 1974 and voluntarily give consent for information concerning prior employment, financial transactions and education to be released. I understand my refusal to waive my rights under the Privacy Act will have no adverse effects on my consideration for employment. I understand that the information required herein is particular to sworn positions within the Kittery Police Department.

Signature of Applicant _____

Date: _____