



“The mission of the Mequon Police Department is to provide a safe environment through professional, efficient, and effective police services.”

POLICE DEPARTMENT
Daniel R. Buntrock
Chief of Police

**APPLICATION FOR EMPLOYMENT
LAW ENFORCEMENT OFFICER**

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 720-hour law enforcement academy)? **Yes** **No**
If yes, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? **Yes** **No**

Are you a United States citizen? **Yes** **No**

Do you have a high school diploma, GED or HSED? **Yes** **No**

Do you have an Associate Degree or 60 associate degree level college credits or higher? **Yes** **No**

If No, were you employed as a law enforcement officer prior to February 1, 1993? **Yes** **No**

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? **Yes** **No**

Have you ever been convicted of a misdemeanor crime of domestic violence? **Yes** **No**

Are you prohibited by state or federal law from possessing a firearm? **Yes** **No**

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? **Yes** **No**

Are you currently a sworn law enforcement officer? **Yes** **No**

If yes, which agency do you currently work for, full time or part time, and for how many years?

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, and Number of Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/>	<i>Annual Salary/Hourly Wage:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/>	<i>Annual Salary/Hourly Wage:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	

Position and kind of work:	Reason for Leaving:
----------------------------	---------------------

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Hourly Wage:
City	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes No Not Applicable

5. GENERAL

Attach no more than one additional page to answer these questions.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Using 3-4 sentences provide us with your biography.

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

City of Mequon

Supplementary Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, service in the armed forces, national origin, ancestry, age, arrest, or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during non-working hours.

Completion of this form is voluntary. We ask, however, for your cooperation by providing the following information. It will be treated confidentially and used only to help us monitor the City's equal employment efforts and to comply with federal record keeping requirements.

PLEASE PRINT OR TYPE

1. Name: _____
Last First Middle

2. Position applied for: _____

3. How did you become aware of this vacancy? _____

If internet, what website? _____

4. Sex : MALE _____ FEMALE _____

5. Race (please check one);

- A. Black/African American (not of Hispanic origin)
- B. Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
- C. White/Caucasian/European/North African/Middle Eastern
- D. Native American Indian/Alaskan Native
- E. Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine islands, Samoa)

6. List any languages, other than English, which you speak fluently: _____

7. If you have listed offenses (see page 2 of application), provide birthdate_____. This information will be used for verification only.

The above-completed information is true to the best of my knowledge.

SIGNATURE _____ DATE _____

SELECTION PROCESS ACCOMMODATIONS

In accordance with State and Federal laws, the City of Mequon is committed to ensure non-discrimination in employment of qualified individual with disabilities.

Under the Americans with Disabilities Act, an individual with a disability is defined as one who: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; is regarded as having such impairment.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.

The following information will be treated confidentially and used only to provide necessary accommodations during selection process. Requests for accommodations must be made prior to the commencement of the selection process so that arrangements can be made.

Will you require any special accommodations during the selection process?

_____ Yes _____ No

If yes, what kind of accommodation(s) will you need?

- _____ A signer
- _____ A reader
- _____ Extra time
- _____ Other (Please describe) _____

Comments:

SIGNATURE: _____ DATE: _____

Provisions of the selection process accommodations may be granted by the Human Resources Department only after review and evaluation on a case by case basis. Factors considered will include the nature of the selection process and the knowledge, skills, and abilities required for the job.