

## Village of Quincy Reserve Police Officers

### Applicant Data Record

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, disability, or any other legally protected status.

As required by government regulations, we comply with affirmative action and other obligations where they pertain. Solely to assist us in complying with government record keeping, reporting, and other legal requirements, we request that you complete this Applicant Data Record. These data are for periodic government reporting and will be kept in a confidential file.

**Your Cooperation is Voluntary**

**We appreciate your assistance**

Please PRINT all answers:

**Date of Application:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_  
(Last, First, Middle)

**Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_      **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_      **State:** \_\_\_\_\_      **Zip:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **CPL**  **Yes**  **No**

**Referral Source:** \_\_\_\_\_      **CPL #** \_\_\_\_\_

**Military Discharge Status** \_\_\_\_\_      **Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Quincy Police  
Village Office  
47 Cole St.  
Quincy, Michigan 49082

**Village of Quincy  
Employment Application**  
An Equal Opportunities Employer

**Village of Quincy Reserve Officer Mission Statement:**

It is the mission of the Quincy Police Department Reserve Unit to assist in ensuring the safety of the citizens that we serve, while working to reduce the fear of crime and raising public awareness. Our mandate is that we do so with the highest of ethical standards, professionalism and honor in order to maintain public confidence.

Position Applied For: **Quincy Reserve Officer** Part Time Internship

This position is an unpaid position, designed to train and facilitate a learning experience as well as to develop a reserve force to assist Officers in any necessary daily operations.

**\*\*\*Please Print**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(LAST, FIRST, MIDDLE)

Present Address: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contact Information** (Print)

1. \_\_\_\_\_  
(Name) \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_ (Relationship)

2. \_\_\_\_\_  
(Name) \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_ (Relationship)

3. \_\_\_\_\_  
(Name) \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_ (Relationship)

This employment application will be active for up to (1) year. Any Applicant wishing to be considered for employment beyond this point should inquire as to whether applications are being accepted at this time. It is the Village's policy to provide equal employment opportunity in all aspects of the employment relationship—including recruitment, hiring, promotion, and all conditions and privileges of employment—to all applicants and employees without discrimination because of race, creed, color, age, religion, sex, national origin, qualifying disability, marital status, height, weight, or veteran status. No question on this application is intended to elicit information for a discriminatory purpose.

If you feel at any time that the space provided in this application is not of suitable length for your answers, please feel free to either write on the back of this form, an additional sheet of lined paper will be provided in case necessary. If you do require the use of the additional space please indicate next to the question where it can be located for ease of the reviewer.

**\*\*\*Please Print**

Are you at least 18 years old? \_\_\_\_\_

Do you have the right to remain permanently in the U.S. and do you have authorization to work in the U.S.\_\_\_\_\_

Have you worked under a different name before? \_\_\_\_\_ If Yes, explain:

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List any alias: \_\_\_\_\_

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List all addresses lived in for the last 5 years if different from present address: \_\_\_\_\_

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How long have you lived at your current residence? \_\_\_\_\_

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What are you neighbors names? \_\_\_\_\_

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What would you neighbors have to say about you if we asked them? \_\_\_\_\_

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How did you learn of the opening? \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ If yes, Where? \_\_\_\_\_

Have you ever been employed by the Village of Quincy Before? \_\_\_\_\_ If yes, which department or position? \_\_\_\_\_

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Are you currently related to someone who works for the Village of Quincy? \_\_\_\_\_ If yes, Identify Individual(s) and relationship \_\_\_\_\_

Have you ever been involuntarily terminated from or asked to leave any job? \_\_\_\_\_ if yes, identify your employer, date of discharge, and reason for discharge:

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**Education :**

**\*\*\*Please Print**

High School: \_\_\_\_\_

Did you Graduate? \_\_\_\_\_ If NO - Do you have a GED? \_\_\_\_\_

College: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree or certification name: \_\_\_\_\_

Trade School: \_\_\_\_\_

Still Attending? \_\_\_\_\_

Job related registrations, certifications, or licenses:

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**General Information:**

**\*\*\*Please Print**

Do you have a driver's license? \_\_\_\_\_ DL number: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a valid CDL license? \_\_\_\_\_ If so, what type endorsement? \_\_\_\_\_

Do you have any felony charges pending against you? \_\_\_\_\_

If yes Explain, \_\_\_\_\_

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Have you ever been convicted of or entered a plea for any crime (misdemeanor and/or felony)? \_\_\_\_\_

If yes, list “ALL” the crime(s) (including traffic violations) and explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with a drug crime \_\_\_\_\_ If yes, list all charges, whether you were convicted and explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been mentally adjudicated by the court system? \_\_\_\_\_ If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been served with a Personal Protection Order? \_\_\_\_\_ If Yes, Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever used Marijuana or any Narcotics substances? \_\_\_\_\_ If Yes, List drugs and time since last usage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your driver’s license ever been suspended or revoked? \_\_\_\_\_ If yes, Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever had a civil judgment brought against you, not limited to but including Repossessions, Evictions, Failure to pay child support, etc.? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has anyone in your immediate family been charged with a felony and/or misdemeanor? \_\_\_\_\_  
If yes, please list family member and charges: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever used prescription drugs other than under the supervision of, or as prescribed by, a physician? \_\_\_\_\_ If yes, list circumstances, drugs used, and the last occurrence of usage: \_\_\_\_\_

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Have you ever been terminated or discharged from a job? \_\_\_\_\_ If Yes, Explain: \_\_\_\_\_

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Do you have any skills that you think could be beneficial to this Department? \_\_\_\_\_

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Do you currently belong to a National Guard unit or any other military reserve? \_\_\_\_\_ If yes, provide: Unit, Location, and describe your current obligations: \_\_\_\_\_

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What would your current and past Boss's say about your work ethics? \_\_\_\_\_

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How would you describe your work habits and ethics? \_\_\_\_\_

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How do you handle with conflict between yourself and others? \_\_\_\_\_

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Describe your ability to handle a disruptive and uncooperative individual: \_\_\_\_\_

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**Employment History**

(Please list your present and past employment. Start with your most recent. List any military service and do not skip any areas of employment.)

**\*\*\*Please Print**

\*1. Company\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Position\_\_\_\_\_

Description of Duties\_\_\_\_\_

Supervisors Name\_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

\*2. Company\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Position\_\_\_\_\_

Description of Duties\_\_\_\_\_

Supervisors Name\_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

\*3. Company\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Position\_\_\_\_\_

Description of Duties\_\_\_\_\_

Supervisors Name\_\_\_\_\_

Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

\*4. Company\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Position\_\_\_\_\_

Description of Duties\_\_\_\_\_

Supervisors Name\_\_\_\_\_

Dates Employed: From\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason(s) for Leaving\_\_\_\_\_

Military Service:

List Branch of Service: \_\_\_\_\_

Years of Service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Personal References\*** (Print)

\*excluding relatives or former employers.

1.\_\_\_\_\_  
(Name) \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_

2.\_\_\_\_\_  
(Name) \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_

3.\_\_\_\_\_  
(Name) \_\_\_\_\_ (address) \_\_\_\_\_ (phone) \_\_\_\_\_

Can we contact your Supervisor? \_\_\_\_\_

Can we contact Past Employers? \_\_\_\_\_

If we cannot contact past employer or your supervisor, please explain why not: \_\_\_\_\_

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**Please write a short paragraph about why you think you would be beneficial to the Village of Quincy Police Reserve Unit.**

**Any additional information about yourself that you wish to add:**

**Applicant Statement**

I hereby affirm that the information provided in this application (and accompanying resume, if any.) is true and complete. **I also agree that any false information, misrepresentation, or omissions-verbal and written- may disqualify me from further consideration for employment and may result in discipline or discharge, at the Village's discretion, if discovered at a later date.**

I authorize a thorough investigation of all statements and references contained in this application and of my employment, educational, and criminal history, including discipline and attendance records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons or entities requesting or supplying information and waive any right to such disclosure.

Should I receive any conditional offer of employment, I agree to submit to any physical and/or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Village of Quincy. I hereby give consent for the Village, through an authorized testing service of its choice. To collect urine or other samples from me to determine the presence of alcohol, drugs, or controlled substances, and I hereby release the Village of Quincy, of liability arising out of such tests or its results. I acknowledge that remaining free of drug use and complying with the Village's substance abuse policy is a condition of my employment.

I also understand that if I have a protected disability that affects my ability to perform the job I seek, I may ask the Village to make a reasonable accommodation for it. I must let the Village know of my need for an accommodation within 182 days of when I knew or should have known of my need for such an accommodation.

I understand that the Village employees not represented by a collective bargaining unit, are employed on an at-will basis, and are subject to termination at any time, with or without notice, discipline, or warning, for any or no reason. No person other than the Village Manager or his Designee, has the authority to offer employment for any specified period or to make any other arrangements. No such agreement will be enforceable unless it is in writing, pertains specifically to me, and is signed by the Village Manager and/or his designee. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of the Village and to work the hours, days, and shifts (either day or night) scheduled by the unit of which I am employed.

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Signature:** \_\_\_\_\_