



City of Avon Police Department

Application for Police Reserve Officer



This application must be printed or handwritten in black ink. Application must be complete or will be disqualified.
No typing please.

PART I:

Last Name: _____ **First:** _____ **Middle:** _____

Social Security Number (optional/not legally obliged to provide): _____ / _____ / _____
(This is to distinguish you from all other applicants and to make processing more efficient).

Are you the age of 18? Yes / No If 'No', date of birth: _____ / _____ / _____

Address: _____ City _____ ST _____ ZIP _____

County of Residence: _____ How long have you resided at this address: _____ years _____ months

** If less than five years, list previous address:*

Address: _____ City _____ ST _____ ZIP _____

Home Phone Number: () _____ - _____ Additional Phone Number: () _____ - _____

Are you a citizen of the United States: Yes / No Natural Born: Yes / No If 'No', Naturalized date: _____ / _____ / _____

This position may require driving, therefore, do you have a valid Class D Minnesota Driver's License: Yes / No

If 'Yes', Minnesota Driver's License Number: _____

Have you ever held a driver's license in any other state: Yes / No If 'Yes', indicate state: _____

Have you been convicted of a misdemeanor, gross misdemeanor or felony? Answer 'No' if the conviction or criminal records have been annulled or expunged. Yes / No

If you have answered 'Yes', please provide information on *Part II* of this application.

Did you serve in the military service of the U.S. and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes / No

If 'Yes', are you a permanent resident of the State of Minnesota? Yes / No

Have you previously been employed by the City of Avon? Yes / No

If 'Yes', dates and position employed:
 ____ / ____ / ____ to ____ / ____ / ____ Position: _____

Do you have any relatives working for the City of Avon? Yes / No

If 'Yes', relationship _____, Department _____

If 'Yes', relationship _____, Department _____

Do you have computer related experience(s)? Yes / No If 'Yes', please briefly list your experience(s):

Do you have any job relevant volunteer or unpaid work experience? Yes / No

If 'Yes', please briefly list:

Describe additional experience or training that is not listed that qualifies you for volunteering as a Police Reserve Officer:

Have you supervised any employees in your past employment? Yes / No If "yes", where: _____

Have you ever worked by yourself, making decisions on your own? Yes / No If "yes", where: _____

PART II:

Conviction record: If you answered 'Yes' to being convicted of a misdemeanor, gross misdemeanor or felony, to determine whether we may legally accept an application from you and to determine whether your conviction record may be a job-related consideration, please list below your conviction information. Information concerning this will not be used to automatically bar you from employment, unless it is directly related to the position of Police Officer. Failure to provide relevant conviction information may be grounds for dismissal.

1: Date: ____/____/____ Conviction: _____
2: Date: ____/____/____ Conviction: _____
3: Date: ____/____/____ Conviction: _____

If further, please provide on separate sheet of paper.

Information for Applicant – Please Read Carefully:

- In accordance with the immigration Reform and Control Act of 1986, the City of Avon hires only U.S. Citizens and lawfully authorized alien workers. You will be required to provide written documentation of citizenship or legalized alien program. Failure to do so will result in dismissal.
- As part of the hiring process, you may be required to undergo a physical and psychological examination at the City of Avon's expense. This is to determine if you are able to perform the duties of Police Reserve Officer in an effective and safe manner, and if accommodations need to be made for you.
- The application materials are to assist in the process of referring you for possible membership to the volunteer police reserve unit. Certain information is private, that is it may be released only to you or to agencies where you may be considered for employment (Minn Stat 13.43 Subd 2). If you become a member of the police reserve unit for the City of Avon, the data will be available to the City of Avon Police Department Chief of Police and his/her representatives and the City Council. If you disagree with the data we have about you, notify the City of Avon by letter.

PART III:

Please answer the following question fully and completely, to the best of your ability and knowledge of law enforcement. If you need additional space, please continue on a separate piece of paper.

1. What can you contribute to the City of Avon Police Department as volunteer reserve police officer?

PART IV:

References:

List three references that are not family related:

Name:	Phone Number:	Occupation:	How Long have you known them:
_____	_____	_____	____ Years ____ Months
_____	_____	_____	____ Years ____ Months
_____	_____	_____	____ Years ____ Months

PART V:

The City of Avon is an Affirmative Action / Equal Opportunity Employer. The City of Avon does not discriminate on the basis of handicapped status in the admission or access to or treatment of employment in, its programs or activities. It is the policy of the City of Avon to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

The City of Avon has the right to verify information provided in the application. You may be disqualified from further processes if there are any misrepresentations on this application or your resume or made by you in an interview, which may be discovered now or anytime in the future. False information or misrepresentation may also subject you to the penalty provisions of Minnesota Statute 43A.39.

As an applicant for the position of volunteer Police Reserve Officer with the City of Avon, I authorize the City of Avon and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts.

I hereby expressly authorize release of any and all information, which concerns me, including information of confidential or privileged nature.

Moreover, I hereby release the City of Avon and any agent acting on its behalf, company or person furnishing information to that agency as expressly authorized above, from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information provided to me on this application.

Date: ____/____/____ Signature:

The following information is **OPTIONAL** and to be provided only if you wish.

We ask the following information to be able to make Equal Opportunity reports as required by law.

We will not be able to determine whether our selection processes result in unfair discrimination or to take affirmative action in our hiring if you do not wish to provide this information.

DATE OF BIRTH: ____/____/____ (To conduct proper checks of criminal records for Police Officer)
MM DD YEAR

SEX: Male / Female

RACIAL/ETHNIC GROUP: _____

Do you have any disabilities that would cause you not to be able to perform the duties of a volunteer Police Reserve Officer in a safe and effective manner? Yes / No

If 'Yes', please describe: _____

- Thank you for your interest in applying for the position of volunteer Police Reserve Officer for the City of Avon, Minnesota.
- This will complete your City of Avon Application Form and Application Essay Questionnaire.
- If you have further questions regarding this application, please contact the Avon Police Department at (320) 356-7575.