

The City of Westland will accept applications for entry-level Police Officer from:

- Certified or certifiable Police Officers, or
- Applicants who graduated from or are currently attending a Law Enforcement Basic Training Academy, or
- Applicants who provide proof of successful completion of the MCOLES physical and written tests **and** either possesses an Associate or higher degree from an accredited college or university, or is currently enrolled in an accredited college or university with 30 credits or more achieved.
- **All** applicants must pass successfully the Police Officer written examination offered through EMPCO (empco.net) and submit proof at time of application. This includes Certified Police Officers.

A copy of the following items are necessary to submit with your application:

- Birth Certificate
- Driver License
- High School Diploma or equivalent
- If currently employed as a Police Officer, submit proof
- Law Enforcement Academy Certificate (not required if currently employed as a Police Officer)
- Law Enforcement Academy enrollment proof (if currently attending an Academy)
- Proof of successful completion of the MCOLES physical and written tests if not enrolled or graduated from a Law Enforcement Academy. Note that these applicants must also submit proof of accredited college or university experience as described above.
- EMPCO Police Officer written examination completion document

For additional Bonus Points, submit proof of:

- Associate Degree (one point) or Bachelor Degree (two points)
- Proof of PSA (for existing employees only)
- Military DD-214 form (Service of 1 year or more; proof of Honorable Discharge)

Signing the document using your mouse:

1. Open Document using Adobe Acrobat Reader DC (free version online is available).
2. Using the vertical, right column, you scroll down to "Fill and Sign."
3. Once you click that, choose "Sign yourself" located just above the document toward the middle.
4. Drop down box will appear – choose add signature.
5. Once the signature box opens, you will choose "draw" at the top of the box.
6. Sign using your mouse and apply.
7. Move drawn signature to the signature line.
8. Complete the print name and date.



Personal Information – Police Applicant

Name: _____ Today's Date: _____
Last First Middle

Telephone: Mobile _____ Home _____ Work _____

Email address: _____ Social Security Number: _____

State all other names which you have used or been known by:

Date of Birth _____
Month Day Year

Note: Date of Birth and other names by which you have been known will be used only to conduct a criminal background check.

Are you a relative by birth or marriage to any City of Westland elected official or full-time management employee?
Yes No

If yes: _____
Employee name Relationship

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
Yes No

Proof of citizenship or immigration status is required upon employment. If hired, can you provide proof of United States citizenship? Yes No

How were you referred to this department? _____

Driving Record

Driver License Number: _____

State where license issued: _____

Have you ever had a driver license issued by another state? Yes No

If yes, which other states? _____

In the last 10 years, has your driver's license ever been suspended? Yes No

If yes, verify when your driver license was suspended, the reason, and for what length of time:

In the last 10 years, has your driver's license ever been revoked? Yes No

If yes, verify when your driver license was revoked, the reason it was revoked, and for what length of time:

Have you ever been convicted of any alcohol or drug related driving offenses?

Yes No Number of convictions: _____

If yes, list each conviction, including the city and state where the offense occurred, and provide an explanation of the conviction. Attach additional sheets as needed.

List all traffic violations, other than parking tickets, for which you have been convicted in the last five (5) years. Attach additional sheets as needed.

Date of Violation: _____ Type of Violation: _____

Location of Violation: _____ Court: _____

Date of Conviction: _____ Disposition of Case: _____

Date of Violation: _____ Type of Violation: _____

Location of Violation: _____ Court: _____

Date of Conviction: _____ Disposition of Case: _____

Within the past five (5) years, have you been involved in an accident? Yes No

How many accidents occurred while you were:

Operating a private vehicle? _____
Operating a commercial vehicle? _____
A passenger? _____

Provide a brief description of each accident, from most recent to least recent:

Date Description

Date Description

Date Description

Residence

Home Address: _____
Street Address City State ZIP

How long have you lived at that location? _____

List each place where you have lived during the past ten (10) years, from most recent to least recent, Include all places you lived while you were in school or the military. Attach additional sheets as necessary.

Dates of Residence	Street Address	City	State	ZIP
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Dates of Residence	Street Address	City	State	ZIP
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Dates of Residence	Street Address	City	State	ZIP
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Dates of Residence	Street Address	City	State	ZIP
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Personal References

List three (3) persons who you know well enough to provide current information about you.

Name: _____ **Address:** _____

Telephone number(s): _____

Occupation: _____ **Years Known:** _____

Name: _____ **Address:** _____

Telephone number(s): _____

Occupation: _____ **Years Known:** _____

Name: _____ **Address:** _____

Telephone number(s): _____

Occupation: _____ **Years Known:** _____

Education

List all colleges, universities, and trade schools which you have attended, from the most recent school attended to the earliest school attended. List student identification number if known.

Institution Name / Student ID number City, State

List all high schools you have attended, from most recent school attended, to the earliest school attended. List student identification numbers if known.

Institution Name / Student ID number City, State

Are you attending, or have you ever attended a Police Academy? Yes No

When and where did you attend (or are you attending) the Police Academy? _____

Did you complete the Police academy? Yes No Date: _____

If yes, do you have current certification as a Police Officer? Yes No

What is your MCOLES Number? Answer "none" if not assigned. _____

Have you ever been trained as a Correctional Officer? Yes No

If yes, when and where did you receive this training? _____

Have you ever received any specialized training? Yes No

If yes, describe the training and any certifications resulting from the training:

When and where did you receive the training? _____

Which professional licenses do you hold? _____

Other than English, list other languages you:

Speak: _____

Understand: _____

U.S. Military Service

Are you currently in the Armed Forces, National Guard, or Military Reserves?

Yes No

Have you ever served in the Armed Forces, National Guard, or Military Reserves?

Yes No

Branch of Service (list all): _____

Military Specialty: _____

Enlistment or Commission Date: _____

Discharge Date: _____

Rank at Discharge/Current Rank: _____

Service Serial Number: _____

While in the military were you ever subject to any court martial or other non-judicial disciplinary action?

Yes No

If yes, explain: _____

Law Enforcement Employment

Have you ever been employed as a Police Officer, Federal Agent, Deputy Sheriff, or public safety dispatcher?
 Yes No

If yes, when where, and in which capacity were you employed? _____

Are you currently a certified/certifiable Police Officer or public safety dispatcher within the State of Michigan?
 Yes No

Have you ever applied for employment with the Westland Police Department or any other law enforcement agency?
 Yes No

If yes, list each law enforcement agency you have applied, when you applied, and the present status of your employment with that law enforcement agency.

Law Enforcement Agency	Date Applied	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been rejected for employment by another Law Enforcement / Public Safety Agency?
 Yes No

If yes, which agency or agencies, when were you rejected, and for what reason(s) were you rejected for employment? _____

Employment

List each employer within the past ten (10) years, from most recent to least recent. Include both part time and full time employment. Attach additional sheets as necessary.

Name of Employer		Telephone Number	
Address	City	State	ZIP

_____ Supervisor name		_____ Starting Salary	_____ Ending Salary
Full Time or Part Time: _____		Job Title/Duties: _____	
_____ Employment Dates: _____		Reason for Leaving: _____	

_____ Name of Employer		_____ Telephone Number	
_____ Address	_____ City	_____ State	_____ ZIP
_____ Supervisor name		_____ Starting Salary	_____ Ending Salary
Full Time or Part Time: _____		Job Title/Duties: _____	
_____ Employment Dates: _____		Reason for Leaving: _____	

_____ Name of Employer		_____ Telephone Number	
_____ Address	_____ City	_____ State	_____ ZIP
_____ Supervisor name		_____ Starting Salary	_____ Ending Salary
Full Time or Part Time: _____		Job Title/Duties: _____	
_____ Employment Dates: _____		Reason for Leaving: _____	

If you are currently employed, may we contact your present employer during this background investigation?
 Yes No

If no, when would you prefer we contact your former employer?

Prior to Oral Exam _____ Following Oral Exam _____

Prior to Contingent Offer of Employment _____ Other _____

Please note: We will comply with your request only to the extent that it does not jeopardize our ability to conduct a thorough investigation. In the event it becomes necessary to contact your present employer, we will attempt to notify you beforehand.

Were you laid-off from any job in the last five (5) years? Yes No

Were you fired or forced to resign from any job? Yes No

If yes, which job(s)? _____

In the last five (5) years have you been reprimanded or subject to any disciplinary action from any of your employers?
Yes No

If yes, from which employers? _____

In the last two (2) years, how many times were you tardy for work without prior authorization?

In the last two (2) years, how many times were you absent from work, other than vacation or medical leave?

Criminal History

Have you ever been convicted of a felony? Yes No

If yes, where, and what was the criminal charge? _____

Have you ever been convicted of a misdemeanor? Yes No

If yes, where, and what was the criminal charge? _____

Do you have any criminal charges pending against you? Yes No

If yes, state the nature of the pending charge and the jurisdiction where the charge is pending.

Have you ever been a suspect in a criminal investigation? Yes No

If yes, state when and where you were a suspect, and the outcome of the case.

In the last seven (7) years have you been convicted or pled guilty to a criminal offense which was later expunged from your record? Yes No

If yes, describe: _____

In the last seven (7) years have you sold or furnished drugs or narcotics to anyone illegally? Yes No

If yes, describe: _____

In the last seven (7) years have you been named a defendant in a civil lawsuit, in Michigan or elsewhere?
Yes No

If yes, what was the nature of the lawsuit? _____

When and where was the lawsuit filed? _____

What was the outcome of the lawsuit? _____

Have you ever been bonded? Yes No

If yes, describe: _____

Have you ever been refused bond? Yes No

If yes, describe: _____

Have you ever been the subject of any personal protection order or restraining order, either in Michigan or in any other state? Yes No

If yes, describe: _____

Financial Obligations

Have you defaulted on any loan in the past seven (7) years? Yes No

If yes, describe: _____

Miscellaneous Information

Are you aware of any factor that would prevent you from fulfilling the duties of a member of the City of Westland Police Department? Yes No

If yes, explain: _____

List all vehicles you own or lease. Include make, model, registration, and license plate number:



Authorization and Release for Credit Report and Background Check

I authorize the City of Westland (the City) and its Act 78 Fire and Police Civil Service Commission (the Commission), to obtain a copy of my credit report for use by the Commission in the course of conducting a background investigation related to my application for employment by the City as a Police Officer.

This authorization is given with the understanding that, under the Fair Credit Reporting Act, before using a credit report to my disadvantage, the City and/or Commission will take the following actions:

1. Provide me with a copy of the report along with a written description of her rights under the Fair Credit Reporting Act.
2. Provide me with the name, address, and phone number of the credit reporting agency supplying the report.
3. Allow me to dispute the information contained in the report, and allow me to request an additional credit report within sixty (60) days.
4. Provide me with a detailed reason for my rejection, in writing.

I understand that the City and the Commission, not the credit reporting agency, makes all decisions regarding the hiring of entry level Police Officers, and that the credit reporting agency cannot provide reasons for any decision of the City or its Commission.

Signature: _____

Print name: _____

Date: _____



City of Westland

Release of Information

To: _____

Date: _____

I am an applicant with the City of Westland. It is essential that all records and information pertaining to my employment with your company, corporation, or person be available for review by the City of Westland. This information should include my employment application, attendance records, performance evaluations, training records, disciplinary actions, commendations and any other information or records as may be required by the City of Westland

I hereby authorize the release of any and all such records and of any confidential information to any member of the City of Westland Police Department, City of Westland Fire Department, and/or City Clerk's office, to be used in conjunction with my application of employment. Further, in consideration for the City of Westland considering my application for employment, I hereby release, relieve and indemnify the City of Westland, Michigan, such custodian of the records herein indicated, and any law enforcement agency, corporation, company or person from and against any and all disclosure of any information and/or records pertaining to me which are obtained during such investigation.

In addition, I authorize the City of Westland Police Department, City of Westland Fire Department, and/or City Clerk's office to receive information concerning my academic history from the educational organizations referenced on my application.

Printed name

Signature



AUTHORIZATION AND RELEASE OF TRANSCRIPTS

I agree to provide to the City of Westland (the City) and its Act 78 Fire and Police Civil Service Commission (the Commission), at my expense, official copies of my transcripts and other school records as may be requested by the Commission and/or agents acting on behalf of the Commission.

Additionally I authorize the City and the Commission to contact any school or educational institution I have attended for the purpose of verifying information I have provided the City/Commission concerning my educational background.

I hereby release any school or educational institution from any and all liability for releasing the above-mentioned information and/or records to the City and/or its Act 78 Fire and Police Civil Service Commission.

Signature: _____

Print name: _____

Date: _____



Equal Opportunity Information Statement

The City of Westland Personnel Department seeks to know the effects of their outreach effort to recruit minorities to apply for positions in the City of Westland. You are asked to complete this sheet concerning your gender, ethnic, and racial status. This information will be used to document reports to the Federal Government of our makeup of applicants for various positions. This sheet of paper will be separated from your application when it is submitted so that no consideration of your gender, ethnic origin, or race will be considered in the selection process.

Participation is voluntary. If you choose not to participate, please indicate so at the bottom of the form. Thank you.

Date: _____

Position applied: _____

Gender: Male Female

Ethnicity

African-American

Native-American

Arab-American

Pacific Islander/Oriental

Hispanic

European

Race

Black

Native-American

Asian

Hispanic

Caucasian

I am not participating in this survey



Release of Information

Waivers and Acknowledgments

Please read carefully, and initial each paragraph, before signing

1. I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have, including disclosure of any disciplinary reports (even if more than four years old), and release all parties from any liability for any damages that may result from furnishing same to you. I further authorize you to release such information when such information may be requested by any prospective or subsequent employers without the need to provide me any notice of such disclosure.

2. I understand that the use of this application does not indicate that there are positions available, nor does it imply or create an employment contract. I understand that the only employment contracts are those specifically authorized by the City of Westland management that have been reduced to writing and have been executed by both the employee and an authorized representative of the City of Westland. Accordingly, I understand that no employment contract, either expressed or implied, for any period, is created hereby should the City of Westland hire me.

3. If hired, I understand that my employment is at-will (just-cause for union and/or civil service employees), and can be terminated at any time, with or without notice, for any reason at the option of either the City of Westland or me. Should the City of Westland hire me, I agree to observe all of the City of Westland's policies, practices, and procedures currently in existence and new and revised ones that may be issued in the future.

4. I understand that any employment offer is conditional upon the result of the drug screening test, post offer pre-employment medical examination, and background investigation (when applicable based on the position sought).

5. I understand that if I have a physical, mental, or other impairment that would interfere with my ability to perform in a position but that may be accommodated by, for instance, the purchase of equipment or devices, the provision of readers or interpreters, or the restructuring or altering of work schedules, the Michigan Persons With Disabilities Civil Rights Act requires me to notify the Employer's Personnel Department in writing of need for accommodation within 182 days after I knew or should reasonably have known that the accommodation was needed.

6. I agree that any lawsuit against the City of Westland arising out of my employment or termination of employment, including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within six months of the event giving rise to claims or be forever barred. I waive any limitations period to the contrary. For circumstances in which the statutory period of limitations is less than six months, the statutory limit will apply.

I have read, understand, and agree to the terms of each of the above six (6) individual statements, as indicated by my initials above and my signature below.

Signature _____ **Date** _____



Electronic Notification Acknowledgment

Please read carefully, initial, and sign

1. **I authorize and agree** to allow the City of Westland to provide electronically, via email message to the email address indicated below, the results of any/all entry-level employment documentation. The City of Westland will not deliver test results to me in any format other than an email message **which I am required to respond and confirm electronically within 48 hours of delivery** .

2. **I understand and agree** that notice of the TENTATIVE Oral Examination is conditioned upon successful passage of all other requirements applicable to the entry-level position. Further, I understand and agree **the time and date tentatively scheduled is subject to change** and may become modified.

3. **I understand and agree** that the receipt of any electronic message (email) does not indicate that there are positions available, nor does it imply or create an employment contract. I understand that if the City of Westland indicates a passing score for any examination, I will continue within the entry-level process.

4. **I understand and agree** that the conditional Oral Examination shall only become scheduled if I notify the City of Westland electronically via email message of my receipt of the notification, and my willingness to participate in the Oral Examination.

5. **My email address is:** _____
(Please print)

I have read, understand, and agree to the terms above, as indicated by my initials above and my signature below.

Printed name: _____

Signature _____ **Date:** _____