



EVANSVILLE POLICE DEPARTMENT

10 WEST CHURCH ST. P.O. BOX 76, EVANSVILLE, WI 53536

Non-Emergency (608)882-2292

Admin (608)882-2299 FAX (608)882-2295



Scott A. McElroy Chief of Police

4/23/2010

OFFICIAL NOTICE

Applications are now being accepted to create an eligibility list for anticipated full-time & part-time entry level police officer vacancies (subject to approval by the Evansville Police Commission). Once approved by the Evansville Police Commission, the eligibility list shall be good for a period of up to six (6) months.

Application packets can be downloaded on the city web site or picked up at the Evansville Police Department. Required qualifications are specified in the application packet.

If you are re-applying for a position of Police Officer with the City of Evansville you may use your on file application materials if you've applied within **three (3) months** of the closing date of the prior process. Please contact a hiring and recruitment officer to see if you qualify. If it's determined you qualify, a new letter of interest, a letter including all changes or updates to any on file application materials, and a current signed DJ-LE-305 wavier **will be required**.

You may check required qualifications on-line at www.wilenet.org or www.ci.evansville.wi.gov (carry mouse icon over "city staff tab" on left side of web page and click the job posting link) .

In addition, each applicant **SHALL SUBMIT** to the Hiring and Recruitment Team the following application materials:

1. Completed Resume including letter of interest.
2. Completed DJ-LE-330 Application which may be downloaded at <https://wilenet.org/html/employment/index.jsp>
- 3."Signed " Authorization for Release of Information, DJ-LE-305
4. Minimum Qualification Statements

BE PREPARED TO PROVIDE A COPY OF THE FOLLOWING WHEN REQUESTED.

1. Official College Transcripts
2. Official DMV Abstract –WI DMV form request MV2896
<http://www.dot.wisconsin.gov/drivers/drivers/points/abstract2.htm>
3. Photo Copy of DD214 Military Separation Documentation (if applicable)
4. Photo Copy of Certificate of Birth
5. Three (3) letters of recommendation

Application packets can be obtained by visiting the City of Evansville web site. www.ci.evansville.wi.gov (find the city staff tab on the left hand side of the web page and select the job posting link) Questions should be directed to the hiring and recruitment team by calling 608-882-2299 or emailing p.reese@ci.evansville.wi.gov

The application process may consist of, but not limited to an assessment center including a written test/exam, practical examination(s), interviews, medical examination, drug screen, physical agility exam, extensive background investigation, psychological examination, and a probationary period.

All information provided will be verified any false/misleading information will disqualify the candidate from the process and revoke any offers of employment and or result in termination.

Note: Final offer(s) of employment shall be conditional, and are subject to Evansville Police Commission approval.

Deadline: Complete application materials must be received and/or post marked NO LATER then 5:00PM, May 28th, 2010. Incomplete or late application materials shall disqualify a candidate.

“ The City of Evansville is an Affirmative Action, Equal Opportunity Employer”



EVANSVILLE POLICE DEPARTMENT

10 WEST CHURCH ST P.O. BOX 76, EVANSVILLE, WI
53536

Non-Emergency (608)882-2292
Admin (608)882-2299 FAX (608)882-2295

Scott A. McElroy **Chief of Police**
EMERGENCIES DIAL 9-1-1



Thank you for your interest in employment for the City of Evansville Police Department. Please read and follow the **GENERAL INSTRUCTIONS**.

GENERAL INSTUCTIONS:

This packet has all the materials necessary for you to apply for entry level Police Officer for the City of Evansville Police Department. The minimum qualifications statement sheet is designed to inventory relevant education and experience for Police Officer for the City of Evansville.

Read all instructions and examples throughout the packet.

HOW TO APPLY:

Completed applications must be returned to:

City of Evansville Police Department
Attention: Hiring and Recruitment
10 West Church St. P.O. Box 76
Evansville, WI 53536

Completed applications must include:

- Completed Resume including letter of interest
- Completed DJ-LE-330 application
- Signed Authorization for Release of Information, DJ-LE-305
- Minimum Qualifications Statement Sheet

The top group of candidates will be invited to participate in the next phase of the selection process. Applicants must go through an extensive hiring process including, assessment center, written test, physical agility, oral interview, Personal Evaluation Profile and a complete and thorough background investigation. A medical screening, physical, and psychological testing will be done on final candidates. All candidates must successfully pass each section of the hiring process to continue on, regardless of prior experience or education. At this time we do not have a determined date for interviews or the exact number of vacancies to be filled.

When filling out your application materials please keep the following in mind:

- Information provided in all phases of the hiring process including all application materials are subject to verification. False or incomplete information will be cause for disqualification and could result in criminal charges.
- Make your entries clear and legible. No credit will be given for information that cannot be understood.

Be careful when filling out the required materials and make sure all information provided is verifiable. You may want to keep a copy of these materials for future reference.

"No man is above the law and no man is below it; nor do we ask any man's permission when we require him to obey it. "Obedience to the law is demanded as a right; not asked as a favor." Theodore Roosevelt Third annual message to Congress, 12/07/1903

Minimum Qualifications Statement Sheet

Full Name (printed) _____

Social Security Number _____ - _____ - _____

Note: It is a Wisconsin Training and Standards requirement that all law enforcement personnel have a minimum of 60 college credits within 5 years of employment as a law enforcement officer. Select A, B, C, D, or E whichever best describes your education or work experience.

A. _____ Completed or in the process of completing (within six months) a four year advanced degree.

Bachelor Degree Program & Major: _____ Month & Year Graduated: _____

Institution: _____

Graduate Degree Program & Major: _____ Month & Year Graduated: _____

Institution: _____

B. _____ Completed or in the process of completing (within six months) a two year degree.

Associate Degree: _____ Month & Year Graduated: _____

Institution: _____

C. _____ I am **CERTIFIABLE** as a Law Enforcement Officer in Wisconsin based on completing an academy as a civilian or out of state law enforcement certification.

Name of Academy or Out of State Agency: _____

Dates: _____

D. _____ I am **CERTIFIED** as a law enforcement officer.

Name of Agency(s): _____

Dates: _____

E. _____ I do not have the required 60 college credits.

Number of college credits currently completed: _____

Institution: _____

Please answer YES or NO to questions 1-9. (All questions must be answered)

1. Do you currently possess a valid Wisconsin driver's license or are you eligible to obtain a valid Wisconsin driver's license upon appointment?
YES ____ NO ____
2. Are you at least 21 years of age?
YES ____ NO ____
3. Do you have any unpardoned felony convictions?
YES ____ NO ____
4. Do you have any domestic violence convictions?
YES ____ NO ____
5. Have you been convicted of any misdemeanor or other criminal offense within the past five years?
YES ____ NO ____
6. Have you been convicted of operating a vehicle while intoxicated, operating after suspension or revocation, or operating without a valid driver's license (excluding expired license convictions or suspension violations for failure to pay fine)?
YES ____ NO ____
7. Have you been convicted of more than one moving traffic violation within the past two years or have you received more than 6 demerit points on your driver's license in the past 3 years?
YES ____ NO ____
8. Have you been convicted of any alcohol violations within the past five years ?
YES ____ NO ____
9. Are you available to work nights, weekends, and holidays?
YES ____ NO ____

Information provided in this minimum qualification statement form is subject to verification. False or incomplete information will be cause for disqualification.

Signature: _____ SS# _____ - _____ - _____

Date: _____

Note: After a conditional offer of employment is made, a medical and psychological examination will be scheduled and conducted. Failure to meet acceptable standards for the credit history, drug test, physical, or psychological examination or background will be grounds for disqualification.



Wisconsin Department of Justice
 Law Enforcement Standards Board
 DJ-LE-330, Rev. 5/06
 www.wilenet.org



EVANSVILLE POLICE DEPARTMENT
 Employing Agency

APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT, JAIL OR SECURE DETENTION OFFICER

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL INFORMATION

Name in Full (Last, First, Middle)			Social Security Number
Address (Apartment, Street, P.O. Box)			Home Telephone Number ()
City	State	Zip Code	Work Telephone Number ()

Are you over the age of 18? Yes No Are you a United States citizen? Yes No

Do you have a valid Wisconsin driver's license? Yes No Do you have a valid driver's license from another state? Yes No

Have you ever been convicted of a felony? Yes No Have you completed at least 60 college credits? Yes No
 If yes, please attach a separate sheet giving full information.

IMPORTANT: Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to 30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ-LE-331) is available at www.wilenet.org.

2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High Schools					
College					
Graduate School					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From To Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages:	Reason for Leaving

4. MILITARY SERVICE

Branch of Service	Month/Year Served		Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty
	From	To			

List special schools attended/skills acquired during military service.

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name _____	Number of Years Acquainted _____
Address _____	Position/Title/Profession
City/State/Zip _____	
Telephone Number () _____	
Name _____	Number of Years Acquainted _____
Address _____	Position/Title/Profession
City/State/Zip _____	
Telephone Number () _____	
Name _____	Number of Years Acquainted _____
Address _____	Position/Title/Profession
City/State/Zip _____	
Telephone Number () _____	

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

For questions A-C, attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Remember to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, socio-economic groups, and educational levels?

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 provided 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.

Applicant's signature: _____ Date signed: _____

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of _____ not be revealed without my consent or until required under law.

Applicant's signature: _____ Date signed: _____



Wisconsin Department of Justice
 Law Enforcement Standards Board
 DJ-LE-305, Rev. 8/00

AUTHORIZATION FOR RELEASE OF INFORMATION

(For official use only, not to be released to unauthorized persons)

I hereby empower an employee of the _____
Employing Agency
 or other authorized representative thereof bearing this release to obtain information and records, within one year
 of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, State, or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining credit or employment data)
5. Credit rating bureaus or institutions
6. Any previous employer
7. Present employer
8. Any school, college, university, or other educational institution
9. Any law enforcement or jail officer

Exceptions to this blanket authorization

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans With Disabilities Act).
2. _____
3. _____

This release is executed to authorize _____,
Employing Agency
 as a prospective employer, to obtain the above information. It is understood that said information shall be used
 only in consideration of my employment and shall not be further disseminated for any purpose.

_____ _____
Date *Signature - Full Name*

_____ _____
Address - Street and Number

_____ _____ _____
City *State* *Zip*

Witness: _____
Signature

