

Police Officer

Application Procedures and Job Opportunities

IMPORTANT NOTES:

- Applications will only be accepted for positions that are posted and advertised by the Human Resources Department.
- Applications for current job openings may also be found on our website (info@easthartfordct.gov).
- **Do not fax or email** your information or completed application. Applications received by fax or email will not be accepted.
- Late applications will not be accepted.
- Opportunities for employment occur either when new jobs are created or existing positions become vacant.
- You must complete an official application for each position in which you are interested.
- You must fill out all blanks carefully and thoroughly.
- All of your qualifications, education and experience must be indicated on your application to be given proper consideration.
- If you mail your application, in order to be considered for employment it must be notarized. However, if you are delivering your application in person, your signature must be witnessed by an employee of the Town of East Hartford Human Resources Department. Please bring a current photo ID with you.
- The Town of East Hartford is an Equal Opportunity, Affirmative Action employer.



POLICE OFFICER

The Town of East Hartford is currently accepting applications for the position of Police Officer. Employment Applications are available online at www.easthartfordct.gov.

To be eligible to take the written test (tentatively scheduled for (November 19, 2016) applicants must be 21 years old, have a High School Diploma (or GED), U.S. Citizen and a current certification of physical agility from C.H.I.P. (40%). To find out more about the physical agility, contact:

Complete Health and Injury Prevention
Post Office Box 774
Meriden, CT 06450
Tel: (203) 235-5865 • Fax: (203) 235-1652
www.chip-inc.com

A C.H.I.P. card is not required to apply for this position, however, you must show your current C.H.I.P. card in order to be admitted to the written test.

Completed applications must be returned to the East Hartford Human Resources Department by 4:00 p.m. Thursday, November 3, 2016.

The Town of East Hartford is an Equal Opportunity Employer.



EMPLOYMENT OPPORTUNITIES

Police Officer Positions

The Town of East Hartford is accepting applications for the position of Police Officer. We anticipate hiring new Officers in the next few months, so we are starting the process to establish an eligibility list from which to hire.

East Hartford is a demographically diverse community with a population of about 49,000 in an urban/suburban environment. Our Police Department of 122 sworn officers and 38 civilians plays a vital role in keeping the Town a good place to live, work, and raise a family.

To qualify you must be a U.S. citizen, at least 21 years old, have a high school diploma or its equivalent, and be a non-smoker. Experience or education in some phase of law enforcement or criminal justice will be very helpful. Motivation, enthusiasm, and some commitment to the community are mandatory. Currently certified Police Officers are encouraged to apply.

East Hartford is an Equal Opportunity/Affirmative Action employer. Applications from women and members of minority groups are welcome.

Minimum Requirements:

- 21 Years of Age
- High School Diploma or equivalent
- Valid Motor Vehicle License
- Vision Correctable to 20/20
- United States Citizen

Testing Process:

- Written Examination
- Physical Agility Test (C.H.I.P)
- Polygraph Examination
- Fingerprint and Criminal Background Check
- Drug Test
- Psychological Profile
- Physical Fitness Examination
- Successful Applicants will be required to pass 17-week certification training program at the Municipal Police Training Council (MPTC) Meriden, CT

Benefit Package:

- Salary Range: \$58,351 - \$70,621 (Effective: 7/1/16) plus 7% holiday pay
- Medical Benefit Package
- Paid Vacations
- Paid Holidays
- Paid Sick Leave
- Paid Uniforms
- 25-Year Pension
- College Tuition Reimbursement
- 4/3 work schedule

Additional Information:

- 122 Sworn Officers
- Specialized Units
- Promotional Opportunities and Career Advancement
- One of the Largest Municipal Police Departments East of the CT River



TOWN OF EAST HARTFORD

740 Main Street
 East Hartford, Connecticut 06108
 www.easthartfordct.gov

Phone
 (860) 291-7220

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)				
STREET ADDRESS	CITY/TOWN	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER (CELL)		
POSITION APPLIED FOR		POLICE OFFICER		
ARE YOU AT LEAST 21 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		
C.H.I.P. CARD EXPIRATION DATE:		C.H.I.P. TEST DATE:		

EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", highest grade completed: _____		
Name of high school: _____	Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address: _____	Place HS equivalency was granted: _____		
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:			
School	Address	Course/Major	Degree/Certificate
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.			
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).			
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.			

RECRUITING INFORMATION How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.
YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME

IMPORTANT: May we contact your present employer? YES NO

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	
From _____ / _____ month year		Telephone Number	
To _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	
From _____ / _____ month year		Telephone Number	
To _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	
From _____ / _____ month year		Telephone Number	
To _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Have you ever been discharged from a place of employment for cause? YES NO

If yes, please describe _____



CERTIFICATION (READ CAREFULLY)

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed _____

Date _____



Name: _____ Position Applied For _____

References: List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

TOWN OF EAST HARTFORD CRIMINAL CONVICTION INFORMATION

You are required to list any criminal conviction, regardless of the nature, date or location of the conviction, except for minor traffic offenses or a conviction that has been erased under Connecticut law. Attach additional sheets if necessary.

The types of criminal records subject to erasure under Connecticut law are: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which you were found not guilty; and (e) a conviction for which you received a full pardon. If your only criminal record consists of items that have been erased under Connecticut law, then you are deemed never to have been arrested with respect to the erased proceeding and may swear so under oath.

This information will be made available only to the members of the Human Resources Department and to those persons interviewing the candidate.

A criminal conviction will not necessarily disqualify you from the application process, but will be considered as it relates to the position you are seeking and in light of any applicable state or federal law.

Date of Conviction	Offense	Location of Conviction (City and State)	Sentence	Date Sentence Completed

The information provided above is subject to all of the terms and conditions set forth in the certification on page 3 of the employment application form.

Name (Print)

Position You Are Seeking

Applicant's Signature

Date

AUTHORIZATION & RELEASE
(POLICE OFFICER)

TOWN OF EAST HARTFORD
HUMAN RESOURCES DEPARTMENT
740 MAIN STREET
EAST HARTFORD, CT 06108

DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act.

In consideration of the East Hartford Police Department's acceptance of my application to be considered for employment with the Department, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, polygraph examination records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become a member of the Department.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Department may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Department in my efforts to be employed by the Department. I also request that sources contacted by the Department accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Department in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

This form must be notarized by a Notary Public or witnessed by EH Human Resources Department in order to be considered for employment

Signature: _____ Date Signed: _____

Print Name: _____ Social Security No.: _____ - _____ - _____

Address: _____ State: _____ Zip Code: _____

Subscribed and Sworn to before me, a Notary Public, in and for County of _____, and State of _____, this _____ day of _____, 20____.

Notary Public /or

My Commission Expires:

Witness -East Hartford Human Resource Dept.

Date



TOWN OF EAST HARTFORD

Application Supplement For Entry-Level Police Officer

In response to Federal regulations, the Connecticut Police Officer Standards and Training Council have amended one of the standards that candidates must meet in order to become a Police Officer. The amended standard is as follows, with the new language underlined:

"The Police Officer Standards and Training Council requires, as a condition of appointment to a position of probationary candidate in a law enforcement unit in the State of Connecticut, that the candidate has no criminal record revealing any conviction, under federal or state law, of any felony, or whose criminal record has any conviction of any Class A or Class B misdemeanor, or of any misdemeanor crime involving domestic violence, or who has committed any act which would constitute perjury or false statement."

Please sign this page to indicate that you have read the new standard, and to attest that you have had no convictions as described in the standard.

This page is to be returned to the Human Resources Department with the attached application form. It will become part of your application documents.

Signature

Date

Name
(please print)