

# OTTUMWA POLICE DEPARTMENT

## APPLICATION FOR EMPLOYMENT

**POSITION: POLICE OFFICER**

The City of Ottumwa is an Equal Opportunity Employer - women and minorities are encouraged to apply.

### NOTICE

The City of Ottumwa has a smoke free environment & a drug free work place.  
Any & all employees must comply with the State and City requirements

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). If the space provided is not sufficient 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. Submit the completed application to:

Ottumwa City Clerk  
105 E. Third  
Ottumwa, Ia. 52501  
(641) 683-0621

### **1. PERSONAL HISTORY**

a. Full Name (Last, First, Middle)	b. Social Security Number
------------------------------------	---------------------------

c. List all other names you have used including nicknames, maiden name, previous married surname/s. If you have ever used any names other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and court.

c. Birth Date (Month, Day, Year)	e. Are you a U.S. citizen?
----------------------------------	----------------------------

f. Place of Birth

### **2. RESIDENCES**

a. Complete Mailing Address	Telephone Contact Numbers
_____	Residence _____
_____	Alternate _____
_____	Business _____

a. Present Residence Address:

---



---



---

c. List chronologically ALL of your residences in the past 10 years (include addresses while attending school, if away from home, and all military addresses including any off military base).

Date From	Date To	Apartment Number	Street Address	City	State

### 3. EDUCATION

High School (Submit/Forward Transcript)

Name of High School Attended \_\_\_\_\_ Address \_\_\_\_\_

Dates Attended – From \_\_\_\_\_ To \_\_\_\_\_

Course Pursued \_\_\_\_\_ Diploma Earned \_\_\_\_\_

Post-Secondary Education (Submit/Forward Transcripts)

Name of College/University \_\_\_\_\_ Address \_\_\_\_\_

Dates Attended - From \_\_\_\_\_ To \_\_\_\_\_

Semester/Quarter Credits Earned \_\_\_\_\_ Degree Obtained \_\_\_\_\_

Name of College/University \_\_\_\_\_ Address \_\_\_\_\_

Dates Attended - From \_\_\_\_\_ To \_\_\_\_\_

Semester/Quarter Credits Earned \_\_\_\_\_ Degree Obtained \_\_\_\_\_

b. Were you ever dismissed from a school, or was any disciplinary action including scholastic probation ever taken against you? \_\_\_\_\_

School	Date	Action Taken

c. List awards, honors, positions held in school organizations, athletics, or any other special recognition you received in school.

\_\_\_\_\_

d. List any special abilities, interests, sports or hobbies.

\_\_\_\_\_

**ATTACH BOTH HIGH SCHOOL AND COLLEGE TRANSCRIPTS TO THIS APPLICATION**

**4. ORGANIZATION MEMBERSHIP**

a. Are you now or have you ever been a member of any club, society or organization? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list below.

Organization Name	City/State	Active/Former Member	Position Held

**5. REFERENCES**

Give three references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, who have known you well for at least five years. If retired, give former occupation.

Complete Name	Address: Residence _____ Business _____
Number of Years Acquainted / Occupation	Telephone _____

Complete Name	Address: Residence _____ Business _____
Number of Years Acquainted / Occupation	Telephone _____

Complete Name	Address: Residence _____ Business _____
Number of Years Acquainted / Occupation	Telephone _____

**Give Three Social Acquaintances in Your Own Age Group**

Complete Name	Address: Residence _____ Business _____
Number of Years Acquainted / Occupation	Telephone _____

Complete Name	Address: Residence _____ Business _____
Number of Years Acquainted / Occupation	Telephone _____

Complete Name	Address: Residence _____ Business _____
Number of Years Acquainted / Occupation	Telephone _____

**6. FINANCIAL RECORD**

1. Are you indebted to anyone?	No _____	Yes _____
2. What is the total amount of your monthly financial obligations?	_____	
3. Are monthly financial obligations kept current?	No _____	Yes _____
If no, explain: _____		
4. Do you have any sources of income other than your salary or spouse's?	No _____	Yes _____
Specify each with amount: _____		

## 7. EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, indicate, setting forth dates of unemployment.

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Salary \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Salary \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Salary \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Salary \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Salary \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

### 8. OPERATOR'S LICENSE

Drivers license number \_\_\_\_\_ State \_\_\_\_\_

Have you been licensed in any other state? – list:

### 9. COURT RECORD

Have you ever been arrested or charged with any violation including traffic, but not parking tickets?  
 No \_\_\_\_\_ Yes \_\_\_\_\_ (List all such matters even if not formally charged, or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral.)

Date	Place	Charge	Disposition	Details

**Have you ever been arrested for domestic violence or assault?** No \_\_\_\_\_ Yes \_\_\_\_\_

b. Has any member of your immediate family, i.e. spouse, parents, brothers or sisters, ever been arrested for any violation other than traffic?

Name	Relation	Date	Place	Charge	Disposition

c. Have you ever been a plaintiff or defendant in any court action (Including divorce)? No \_\_\_\_\_ Yes \_\_\_\_\_  
 If yes, give date, place, court, names of parties involved, type of action, and disposition.

\_\_\_\_\_

### 10. MILITARY RECORD

a. Have you registered for the Draft, if applicable? No _____ Yes _____	
b. Have you ever served on active duty in the U.S. Armed Forces? No _____ Yes _____	
Highest rank attained: _____	
c. Branch of Service	d. Serial Number
e. Dates of Active Duty From _____ To _____	
Type of Discharge _____	Member of Reserve/National Guard?
Date DD-214 Recorded _____	No ___ Yes ___ If yes, service branch?
County _____ State _____	_____
Location: _____	
Has any disciplinary action been taken against you while in the military?	

**11. RELATIVES**

Use Complete Names and Addresses, Including City, State, and Zip Code.

Father (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Mother (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Spouse (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Children (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Children (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Children (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Children (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Brother (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Brother (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Sister (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Sister (Name) \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Other relatives with whom you have resided for an extended period – indicate relationship.**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_ Telephone \_\_\_\_\_

Minimum Employment Qualifications  
For the Position of  
OTTUMWA POLICE OFFICER

1. Applicants must be a citizen of the United States.  
*Are you a United States citizen?*  Yes  No
  
2. Applicants must be at least 18 years of age.  
*Are you at least 18 years of age?*  Yes  No
  
3. Applicants must possess a minimum of a high school diploma or GED equivalency.  
*Do you possess a minimum of a high school diploma or GED?*  Yes  No
  
4. Applicants must not have been convicted of a felony or a crime of moral turpitude. Crimes of moral turpitude include but are not limited to income tax evasion, perjury, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government, illegal drug sales, assault, stalking, and domestic abuse.  
*Have you been convicted of a felony or a crime of moral turpitude?*  Yes  No
  
5. Applicants must have normal hearing. Hearing is considered normal when, tested by an audiometer, hearing sensitivity thresholds are within 25db measured at 1000Hz, 2000Hz, and 3000Hz averaged together.  
*Do you have normal hearing?*  Yes  No
  
6. Applicants must have color vision consistent with the occupational demands of law enforcement. Acceptable color vision is being able to successfully complete a pseudochromatic plates test or a panel test as outlined in the Iowa Administrative Code.  
*Do you have acceptable color vision?*  Yes  No
  
7. Applicants must have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20.  
*Do you have uncorrected vision of not less than 20/100?*  Yes  No  
*Do you wear corrective lenses or contacts?*  Yes  No  
*If so, what is your uncorrected vision in each eye?* \_\_\_\_\_

[NOTE: If you wear corrective lenses or contacts, submit a document from an optometrist or other medical practitioner that identifies your uncorrected and corrected vision.]

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Ottumwa Police Department whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Ottumwa. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Ottumwa Police Department and the City of Ottumwa from any and all liability which may be incurred as a result of collecting such information.

**I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) IS COMPLETE, TRUE, AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING, AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.**

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The Ottumwa Police Department is an equal opportunity employer.