

Police Officer

Green Oak Charter Township

Police Department

Green Oak Charter Township is accepting applications for full time Police Officers. Green Oak Charter Township is 35 square miles with a population of 18,000 residents. There is a soaring daytime population with a light industrial area, Green Oak Village Place Mall and recreational areas and facilities such as the Island Lake State Recreation Area and Huron Meadows Metropark. Green Oak Charter Township is located in Livingston County, one of the fastest growing counties in the State of Michigan. US 23 runs through the heart of the township making places like Ann Arbor, Lansing, Flint and Detroit easily accessible. Our agency is seeking self-motivated and hardworking officers to join our team.

QUALIFICATIONS/REQUIREMENTS:

- 21 years of age
- U.S. Citizen
- Associate's Degree in Criminal Justice or a related field with Bachelor's preferred
- No felony arrests or convictions
- Possess a valid Michigan driver's license
- Michigan Commission on Law Enforcement Standards (MCOLES) certified or certifiable by time of appointment
- Undergo and pass medical fitness and psychological exams as administered by the employer's contracted agents.
- Successfully complete all phases of the selection process
- Be of good moral character and have strong interpersonal skills

BENEFITS:

- Medical/Dental/Optical/Prescription Insurance provided
- Salary: \$60,174 after 5 years
- 11 Paid Holidays
- Vacation, sick, personal, and compensatory time banks
- MERS B-2 Defined Benefit Pension Plan (25 years of service and 55 years of age)
- Uniform Cleaning and Boot Allowances
- Longevity Pay
- Short Term and Long Term Disability Insurance

Accepting applications and resumes at the Green Oak Charter Township Hall, 10001 Silver Lake Road Brighton, Michigan 48116. Applications are available online or at the Township Hall. Completed application and application materials must be submitted to the attention of Township Clerk Michael Sedlak by 4:00 pm, Friday, April 21, 2017. For additional information visit: www.greenoaktwp.com or www.greenoakpolice.com

GREEN OAK CHARTER TOWNSHIP

Green Oak Charter Township Clerk's Department, 10001 Silver Lake Road., Brighton, MI 48116
Office (810) 231-1333 Fax (810) 231-5080

POLICE EMPLOYMENT APPLICATION

(Please Print or type, in Ink)

Position Applied for _____ Date of Application _____

Are you 18 years or older? _____ Yes _____ No

How did you learn of this opening? Advertisement Friend Walk-In Other
(Circle)

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City/Town) (State) (Zip Code)

Telephone _____
(Home) (Other)

Please list the names of any relatives who are elected officials, appointees or employees of Green Oak Charter Township:

Have you ever been employed by Green Oak Charter Township before, and if so, when?

Can you provide proof of eligibility for employment in the United States? _____ Yes _____ No
(Proof of citizenship or immigration status will be required upon employment)

Are you available to work _____ Full Time _____ Part Time _____ Shift Work _____ Temporary _____

MILITARY SERVICE: Are you a veteran of the Armed Forces of the United States? _____ Yes _____ No

If yes, please give dates of duty: From _____ To _____ Type of Discharge _____

(YOU MUST PROVIDE A COPY OF CERTIFICATE OF SEPARATION, DD-214, IF YOU WERE SEPARATED FROM ANY BRANCH OF MILITARY SERVICE).

Operation of a vehicle is part of the position you are applying for; please complete the following:

Driver's License No. _____ Expiration Date _____.

Issued by the State of _____ Is your license currently valid? ____ Yes ____ No

Do you have a Commercial Driver's License? ____ Yes ____ No If yes, list CDL type _____.

Have you ever been ticketed for any traffic offenses (excluding parking tickets)? ____ Yes ____ No
If yes, fill-in the information below:

Date	Offense	Place	Disposition (e.g., paid fine, given points, etc.)

List all traffic accidents in which you have been involved (include date, location and police department).

Have you ever been convicted of a felony? ____ Yes ____ No If yes, please explain: _____.

Have you ever been dismissed from or asked to resign from any position? ____ Yes ____ No

If yes, please explain: _____.

Have you ever been investigated by any Law Enforcement Agency for any reason? ____ Yes ____ No

If YES, list date, location, name and address of agency and reason for investigation:

Have you ever attended any Police Agency training school? ____ Yes ____ No

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If YES, list dates attended (From) _____ (To) _____.

If YES, describe training received: _____.

Have you ever made application to another Law Enforcement Agency? _____ Yes _____ No
If YES, list the date of application, name and address of agency (if you have applied to more than one, list the same requested information, for each agency, on an additional sheet.)

Date: _____

Name: _____

Address: _____

Current Status of Application: _____.

EDUCATION

Type of School	School Name & Location	Degree/Certificate Received	Number of years Completed	Major	Applicable Courses	# Credit Hrs. Completed
Have you received a High School Diploma/GED Certificate? _____ Yes _____ No						
College/University (Undergraduate)						
College/University (Graduate)						
Other (specify)						

If you are still in school, please indicate here your anticipated date of graduation: _____.

Name on your transcript, if different from name shown on application: _____.

Do you possess a professional license, certificate or registration? _____ Yes _____ No

If yes, complete the following: Title/Type _____ Number _____.

Issued by _____ Date Received _____ Expiration Date _____.

Have you ever had state license or certification revoked and/or suspended? _____ Yes _____ No

If yes, please explain: _____.

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List any course work or training which you have completed which you believe would be directly useful to you as a police officer, such as, police science, criminology, sociology, psychology, public speaking, law, etcetera.

NOTE: If you have further education, or have attended other schools, colleges, correspondence or trade schools, use additional an sheet and give details.

What languages can you read and/or speak? _____.

ACTIVITIES

List any activities in which you have been involved which you believe reflect your interest in social service work or community affairs. Include, for example, tutoring, drug treatment or crisis work, correctional program assistance, coaching, counseling, etcetera.

List any honors, awards, or other forms of recognition that you have received for scholarship, athletics, or other achievements.

List any offices of leadership (elective or appointive), which you have held as part of or apart from school, including dates:

SPECIALIZED SKILLS (Circle Skills/Equipment Operated)

Calculator WordPerfect Other Word Processing Software – List software brand(s): _____.

Lotus 1-2-3 Quattro Pro Other Spreadsheets Data Base Desktop Publishing Presentation. Etc.

List all names: _____.

Heavy/Light Equipment and Motor Vehicles or Other Equipment Operated (Please list)

ADDITIONAL INFORMATION

Summarize special job-related skills and qualifications acquired from employment or other experience:

Provide copies of HIGH SCHOOL DIPLOMA OR G.E.D. SCORES, College Transcripts and Diploma, professional licenses, registrations or certificates, DD-214, if applicable. If you have a resume prepared, submit it as well.

RECREATION

List any recreational activities that you participate in:

EMPLOYMENT HISTORY: List present position/most recent place of employment first (include fulltime, part-time and volunteer). List every promotion as a new job. Use additional pages, if needed. This information will be verified.

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name & Title _____

Your Job Title _____ Your Duties _____

Reason for Leaving _____

Name you were employed under if different from name shown on application _____

Worked From: _____ To: _____

month day year month day year

Nbr.hours per week _____ Starting Salary _____ Last Salary _____

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Supervisor's Name & Title _____

Your Job Title _____ Your Duties _____

Reason for Leaving _____

Name you were employed under if different from name shown on application _____

Worked From: _____ To: _____

month day year month day year

Nbr.hours per week _____ Starting Salary _____ Last Salary _____

Employer _____ Phone () _____

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Address _____ City _____ State _____ Zip _____.

Supervisor's Name & Title _____.

Your Job Title _____ Your Duties _____.

Reason for Leaving _____.

Name you were employed under if different from name shown on application. _____.

Worked From: _____ To: _____
month day year month day year

Nbr.hours per week _____ Starting Salary _____ Last Salary _____.

Employer _____ .Phone () _____.

Address _____ City _____ State _____ Zip _____.

Supervisor's Name & Title _____.

Your Job Title _____ Your Duties _____.

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Name you were employed under if different from name shown on application. _____.

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Employer _____ .Phone () _____.

Address _____ City _____ State _____ Zip _____.

Supervisor's Name & Title _____.

Your Job Title _____ Your Duties _____.

Reason for Leaving _____.

Name you were employed under if different from name shown on application. _____.

Worked From: _____ To: _____
month day year month day year

Nbr.hours per week _____ Starting Salary _____ Last Salary _____.

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RESIDENCE RECORD

List your last four residences, starting with your current address and working backwards, and indicate length of time lived at each:

Dates: _____ Address: _____
(From) (To)

Dates: _____ Address: _____
(From) (To)

Dates: _____ Address: _____
(From) (To)

Dates: _____ Address: _____
(From) (To)

Dates: _____ Address: _____
(From) (To)

Dates: _____ Address: _____
(From) (To)

REFERENCES

List five character references, other than employers or supervisors, whom you know well (must live within the state of Michigan). This information will be verified.

1. Name _____ Address: _____

Phone: _____ Relationship: _____

2. Name _____ Address: _____

Phone: _____ Relationship: _____

3. Name _____ Address: _____

Phone: _____ Relationship: _____

4. Name _____ Address: _____

Phone: _____ Relationship: _____

5. Name _____ Address: _____

Phone: _____ Relationship: _____

RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

Disclaimers

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that Green Oak Charter Township has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize Green Oak Charter Township to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by Green Oak Charter Township to release to Green Oak Charter Township any information they have regarding me without providing written notice to me.
- I authorize Green Oak Charter Township to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release Green Oak Charter Township from any liability in connection with such use or disclosure.
- If I am hired by Green Oak Charter Township, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of Green Oak Charter Township, as they are from time-to-time changed, with or without notice.
- If I am hired by Green Oak Charter Township, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that Green Oak Charter Township can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other Township document or any verbal statements to the contrary. No one except Green Oak Charter Township official representative's can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and personally signed by an authorized Green Oak Charter Township representative and myself.
- I agree not to file any action or claim relating to my application for or employment with Green Oak Charter Township more than six (6) months after the date of the challenged action, and **to waive any longer statute of limitations period.**

Full Name _____
(Printed) (Signature)

Address: _____

Telephone Number: _____.

REQUIREMENTS FOR APPLICATION

BE ABLE TO SUCCESSFULLY COMPLETE THE FOLLOWING EXAMINATIONS:

Pre-offer/pre-employment:

1. Written examination(s).
2. An extensive background check.
3. Intensive oral review sessions
4. Fingerprinting

Post-offer/pre-employment:

1. Complete physical exam(s)
2. Psychological examination(s)
3. Negative drug screen

READ CAREFULLY BEFORE SIGNING

APPLICANT UNDERSTANDINGS AND AGREEMENTS. I certify that all answers to the aforementioned questions are true and complete to the best of my knowledge, and I agree and understand that any misstatement of material facts contained in this questionnaire and application may cause forfeiture upon my part of all rights to any employment in the service of Green Oak Charter Township, whenever they may be discovered.

(Signature)

(Date)

APPLICANTS SIGNATURE MUST BE NOTARIZED PRIOR TO SUBMITTAL