

# CITY OF EAST LANSING POLICE OFFICER JOB APPLICATION

410 Abbot Road, East Lansing, MI 48823 [www.cityofeastlansing.com](http://www.cityofeastlansing.com)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Pronouns: \_\_\_\_\_ Position Applying for: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address (Number): \_\_\_\_\_ (Street): \_\_\_\_\_  
(City): \_\_\_\_\_ (State): \_\_\_\_\_ (Zip Code): \_\_\_\_\_

Best Number to Contact: \_\_\_\_\_ Additional Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License Number and State: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_ How were you referred to the City?: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? **Yes** **No**

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? **Yes** **No**  
(Proof of citizenship or immigration status will be required upon employment.)

Have you ever worked for the City before? **Yes** **No** If Yes, what position and when?

Do you have any relatives currently employed with the City? **Yes** **No**

If Yes, please list the names of any relatives employed by the City:

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## MCOLES CERTIFICATION

Are you currently certified or certifiable through a Michigan Police Academy? (Please check one)

**Yes, I am currently certified.**

**Yes, I am currently certifiable (or expect to be), with a graduation date of**  
**from the**

**No, I am not certified or certifiable.** Please explain:

## EDUCATION AND TRAINING

High School Name:

Address:

Dates Attended: From:

To:

Type of Diploma/Degree Received:

Major Field or Course of Study:

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College Name:

Address:

Dates Attended: From:

To:

Type of Diploma/Degree Received:

GPA:

Major Field or Course of Study:

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College Name:

Address:

Dates Attended: From:

To:

Type of Diploma/Degree Received:

GPA:

Major Field or Course of Study:

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Graduate School Name:

Address:

Dates Attended: From:

To:

Type of Diploma/Degree Received:

GPA:

Major Field or Course of Study:

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Police Academy/Other:

Address:

Dates Attended: From:

To:

Type of Diploma/Degree Received:

GPA:

Major Field or Course of Study:

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**PERSONAL REFERENCES:** Give three (3) personal references (not relatives, former employers, fellow employees or school teachers), who are property owners, business or professional individuals of good standing in the community and who have known you for more than five (5) years.

Name:

Occupation:

Residence:

Home Phone:

Number of Years Acquainted:

Relationship:

Work Phone:

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Name:

Occupation:

Residence:

Home Phone:

Number of Years Acquainted:

Relationship:

Work Phone:

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Name:

Occupation:

Residence:

Home Phone:

Number of Years Acquainted:

Relationship:

Work Phone:

**EMPLOYMENT EXPERIENCE:** Please list most recent position first and work backward ten (10) years. Include all part-time and temporary employment. All employers will be contacted during the background investigation phase unless indicated. Add as many separate sheets as necessary.

Employer: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
  
Supervisor's Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
  
Supervisor's Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting: \_\_\_\_\_ Final: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
  
Supervisor's Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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**EMPLOYMENT CONTINUED.**

1. May we contact the employers you have listed? **Yes** **No**

If No, please indicate which one(s) you do not want us to contact.

2. Have you ever been refused employment? **Yes** **No**

If Yes, state by whom and for what reason.

3. Please list the police agencies with which you are beyond the initial application phase.

4. Have you ever been eliminated as a candidate by an organization during the final selection stage? **Yes** **No**

If Yes, please explain the reason(s) why you were eliminated.

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**DRIVER RECORD**

Driver (Operator) License Number:

State:

Expiration Date:

Have you ever had a Driver License issued by another name? **Yes** **No**

If Yes, list other name(s):

Have you ever had a Driver License issued by another state? **Yes** **No**

If Yes, list other state(s):

Has your Driver License ever been suspended, revoked or placed on court probation by any other state? **Yes** **No**

If Yes, list and describe circumstances.

Restrictions:

Have your driving privileges ever been denied, suspended or revoked? **Yes** **No**

If Yes, give dates and complete reasons:

Have you ever received a traffic summons (traffic ticket) (exclude parking violations): **Yes** **No**

**DRIVER RECORD CONTINUED**

As well as you can recall, list all traffic violations (excluding parking violations) you have received. In each case, provide the date, nature of violation, name and location of the court, penalty imposed or other disposition.

List and describe the circumstances of each motor vehicle accident in which you have been involved. State if you received a traffic summons and if any injuries resulted.

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**ARREST RECORD**

Have you ever been arrested? **Yes**      **No**                      Felony? **Yes**      **No**                      Misdemeanor? **Yes**      **No**

Give circumstances, date, location and crime:

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## ADDITIONAL INFORMATION

**Specialized Skills:** Radar PBT Breathalyzer LEIN

**Do you know any languages in addition to English?** Speak:

Read: Write:

Fluent: Sign Language:

**Community Service/Volunteer Work:** Please list any organization which you belong/have belonged to that you consider relevant to your ability to perform this job.

**Internships:** Please list any internships you have completed and what you learned from them.

**Other Qualifications:** Summarize special job-related skills and qualifications acquired from employment or other experience.

**Additional Information:** State any additional information you feel may be helpful to us in considering your application.

**Military Experience:** Branch of Service: Rank:

Dates: From: To: Type of Discharge:

List any military training, duties and/or honors which may relate to the position for which you are applying:

**RESIDENCES:** List all your residences for the past fifteen (15) years, most recent first. Add as many separate sheets as necessary.

From:                      To:                      Address:

Owner of Property:    Address of Owner (if different from yours):

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From:                      To:                      Address:

Owner of Property:    Address of Owner (if different from yours):

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From:                      To:                      Address:

Owner of Property:    Address of Owner (if different from yours):

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From:                      To:                      Address:

Owner of Property:    Address of Owner (if different from yours):

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**AUTOBIOGRAPHY:** Please type a brief background including hobbies, interests and achievements. Additionally, please explain why you wish to become a Police Officer for the City of East Lansing.

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**APPLICANT'S STATEMENT**

I certify that the information on this application is true and correct and acknowledge that falsification of this application is grounds for disqualification for employment or in the event of employment, dismissal from the job. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

By signing this form, I hereby acknowledge that I have read and understood the above statements. I also acknowledge and understand that only an authorized representative from the City's Personnel Department can extend a valid offer of employment.

Signature of Applicant:

Date:

## WAIVER OF CONFIDENTIAL RECORDS

Permission is hereby given any agency of the government of the United States, any municipal corporation or political subdivision of this state or any other state or agency or department thereof, and any other agency, person, firm or corporation holding records considered confidential concerning me, to furnish the City of East Lansing all information desired involving me in any way, upon request. Included in this grant of authority is my permission to former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the City of East Lansing.

Such records, I understand, may include reasons for termination of employment, reasons for discharge from military service, criminal history, driving record investigation, on the job performance, educational records, credit history or any other information which may not otherwise be obtained without any prior agreement.

I further understand that the information which may be obtained about me will be obtained upon assurance of confidentiality by the City of East Lansing to the person or persons supplying the information. I understand that this information will become privileged to the City of East Lansing and will become part of the confidential records of the City of East Lansing to which I will not have access.

I agree to indemnify and hold harmless the person to whom this request is presented and their agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature (This authorization shall continue in effect until revoked by me in writing).

Signature:

SS#:

Print Name:

D.L.#:

Date:

If Veteran, give grade held, service number and branch of service. Other applicants with Federal agencies, give position and name of agency:

Are your employment and/or educational records listed under any other name? **Yes**      **No**

If Yes, please list names and explanation:

### THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A WITNESS

Signature of Witness:

Date:



**CITY OF EAST LANSING  
EMPLOYMENT DATA RECORD**

Employees are treated without regard to race, color, religion, sex, height, weight, national origin, age, marital, student or veteran status, medical condition or handicap, sexual orientation, or any other legally protected status.

The purpose for this Data Record is to make certain we attract qualified applicants that have the same characteristics as the labor market. This data is used for statistical purposes and enables us to comply with governmental record keeping and to provide reports to the East Lansing Human Rights Commission and the East Lansing City Council.

The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that this is not a part of your application for employment, but instead, is removed and maintained in a separate and confidential file.

Please Note: Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

**VOLUNTARY SURVEY**

Name:

Date:

Position Applying for:

Assigned sex (check only one):    **Male**            **Female**            **I'd prefer not to say**

Please select the category that describes the ethnicity/race with which you primarily identify:

**Hispanic or Latino**

*A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin*

**American Indian/Alaskan Native**

*A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment*

**Asian**

*A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand or Vietnam*

**Black or African American**

*A person having origins in any of the black racial groups of Africa*

**Native Hawaiian or Other Pacific Islander**

*A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific islands*

**White**

*A person having origins in any of the original peoples of Europe, the Middle East or North Africa*

**Two or More Races**

*A person who primarily identifies with two or more of the above ethnicity/race categories*