

NAPLES POLICE
1420 East 2850 South
Naples, Utah 84078

Application For Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status. Please complete entire application.

Application Date _____

1. Personal Information:

Name _____ Telephone _____

Address _____

City, State, Zip _____

Social Security Number _____

Are you related to anyone in our employ: ☐ Yes ☐ No

Who and How? _____

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

Have you ever been arrested?

☐ Yes ☐ No

If Yes, please explain _____

Have you been convicted of a felony within the past 7 years?

(Conviction will not necessarily disqualify an applicant from employment)

☐ Yes ☐ No

If Yes, please explain _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present Employer for a Reference? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

2. Work Information:

Position or Type of Work Desired _____

Date Available for Work _____

Willing to Work: ☐ Full-time ☐ Part-time ☐ On-Call ☐ Shift

Special Training for this Position (Formal Education is listed on next page) _____

Can you travel if a job requires it? ☐ Yes ☐ No

3. Education:

High School _____ No. Years Attended _____

City, State, Zip _____

Graduate? ☐ Yes ☐ No Describe Course of Study _____

College/Technical School _____ Years Attended _____

Address _____

City, State, Zip _____ Telephone _____

Graduate? ☐ Yes ☐ No Degree received _____ Year Graduated _____

Major/Minor _____

P.O.S.T. _____ Date Attended _____

Address _____

City, State, Zip _____ Telephone _____

Graduate? ☐ Yes ☐ No Certification received _____

Attach copy of certification from P.O.S.T.

Indicate any foreign languages you can speak, read and/or write: _____

Indicate the level of fluency: 1 2 3 4 5 (please circle) 5 being very fluent

Describe specialized training, skills, and other activities: _____

Describe computer skills and indicate if you have ever used Spillman: _____

4. Employment Experience: (Begin with your present or last job.)

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment Dates _____ to _____ Ending Salary _____

Describe the Work Performed and your Main Duties _____

Reason For Leaving _____

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment Dates _____ to _____ Ending Salary _____

Describe the Work Performed and your Main Duties _____

Reason For Leaving _____

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment Dates _____ to _____ Ending Salary _____

Describe the Work Performed and your Main Duties _____

Reason For Leaving _____

Employer _____ Telephone _____

Address _____

City, State, Zip _____

Position Held _____ Supervisor _____

Employment Dates _____ to _____ Ending Salary _____

Describe the Work Performed and your Main Duties _____

Reason For Leaving_____

**If additional space is needed, please use a separate sheet of paper.*

5. **Personal and Professional References:** Please give the following information for three personal or professional references who are not related to you.

Name_____ Home Telephone:_____ Work _____

Address:_____

City, State, Zip_____

Name_____ Home Telephone:_____ Work _____

Address:_____

City, State, Zip_____

Name_____ Home Telephone:_____ Work _____

Address:_____

City, State, Zip_____

6. **Special Skills and Qualifications:**

*Summarize special skills and qualifications acquired from employment or other experience and attach any related certificates.*_____

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

7. ***Applicant's Statement and Authorization to Release Information.***

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this is not and is not intended to be a contract of employment.

By applying for employment to Naples Police Department, I hereby authorize Naples Police Department and it's representatives to consult with former employers, schools, or other agencies with which I have been employed or associated who may have information bearing on my professional competence, character and ethical qualifications. I hereby release from liability all representatives of Naples Police Department for their acts performed in good faith and without malice in connection with evaluating my application and my credentials. I further release all individuals, present and former employers, and organizations who provide information to Naples Police Department, in good faith and without malice, concerning my professional competence, ethics, character and other qualifications for employment, and I hereby consent to the release of such information.

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that all hiring is conditional subject to a medical evaluation and drug testing. I understand also, that I am required to abide by all Naples City Corporation and Naples Police Department policies, procedures, and **THE GENERAL DIRECTIVES**.*

I understand that the Naples Police Department has adopted a Drug Free, Tobacco Free Workplace Policy applicable to all of its applicants and employees.

I further understand and agree that if I am offered employment at Naples Police Department, my employment will be for no definite term and that either I, or Naples Police Department will have the right to terminate the employment relationship at any time, with or without cause, and with or without notification. I also understand that this status can only be altered by a written contract of employment which is specific as to all material terms and is signed by me and the Chief of Police of Naples Police Department.

Signature: _____ Date: _____