



VAN BUREN POLICE DEPARTMENT

800 Fayetteville Road
Van Buren, AR 72956
479-474-1234



APPLICATION FOR EMPLOYMENT SUPPLEMENTAL SCHOOL RESOURCE OFFICER

The City of Van Buren is an equal opportunity employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state and federal law. The City of Van Buren also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. Please advise us if you require an accommodation in the application process.

PERSONAL

Last Name		First Name		Middle Name		Suffix	
Address: Number		Street		City		State Zip Code	
Telephone Number		Alternate Number		Email Address (Print neatly)			
Driver's License Number		State DL Issued					

Have you ever filed an application for employment with the City of Van Buren? Date of application: _____	Y	N
Have you ever been employed with the City of Van Buren? Department worked for and dates of employment: _____	Y	N
Do you have any relatives that are currently employed by the City of Van Buren? Employee name: _____	Y	N
Are you legally authorized to work in the United States? <i>You will be required upon employment to submit verification of your legal right to work in the United States.</i>	Y	N
Have you ever been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison?	Y	N
Do you have a valid driver's license?	Y	N

EDUCATION

High School	City and State	Course of Study	Did you graduate?	
			Y	N
Undergraduate College	City and State	Course of Study	Did you graduate?	
			Y	N
Graduate School	City and State	Course of Study	Did you graduate?	
			Y	N
Specialized School	City and State	Course of Study	Did you graduate?	
			Y	N

List any additional information you feel may be helpful to us in considering your application:

EMPLOYMENT EXPERIENCE

Start with your present or most current job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed	
Address	From	To		
Phone Number				
Job Title	Salary			
Supervisor	Starting	Ending		
Reason for Leaving				

Employer	Dates Employed		Work Performed	
Address	From	To		
Phone Number				
Job Title	Salary			
Supervisor	Starting	Ending		
Reason for Leaving				

Employer	Dates Employed		Work Performed	
Address	From	To		
Phone Number				
Job Title	Salary			
Supervisor	Starting	Ending		
Reason for Leaving				

If extra space is needed, list additional jobs/information on a separate sheet.

All information should be printed neatly.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or Civil Service Regulation, any employment relationship with the Van Buren Police Department is of an *at will* nature, which means I may resign at any time, and the City of Van Buren may discharge me with or without cause. In the event of employment, I understand that false or misleading information given by me in my application or hiring process may result in termination.

By my signature below, I certify that all information given is true and complete.

Signature of Applicant

Date

VAN BUREN POLICE DEPARTMENT

RECORDS RELEASE WAIVER

NAME: _____ RACE: _____ SEX: _____

DATE OF BIRTH: _____ SOCIAL SEC#: _____

I, _____, do hereby authorize a review of all records, or any part thereof, by and to ANY duly authorized agent of the Van Buren Police Department, whether records are public, private or confidential.

The intention of this authorization is to give my consent for full disclosure of the records of the educational institutions; financial or credit institutions; checking and savings account; loan accounts; and records of commercial and retail credit agencies (including credit reports and/or ratings); public or private utility companies; employment and pre-employment records; military service records, including background reports, efficiency ratings, complaints filed by or against me, salary records, real estate and personal property tax records, income tax records, and other financial records wherever filed, records of complaints, arrests, trials, convictions, alleged violations of the law (including criminal, civil, or traffic), results of polygraphs or voice stress tests, records of civil complaints by or against me, wherever located and including records and/or recollections of attorneys or counsel, whether representing me or another person in any case in which I presently have or have had an interest, and any pertinent medical records that could affect your employment with the Van Buren Police Department.

I reiterate, the purpose of this authorization is to provide full and free access to the background and history of my personal life for a background investigation by the Van Buren Police Department to consider in the determination my suitability for employment by the Van Buren Police Department.

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 Van Buren Police Department. I understand that all materials and information pertaining to this background investigation become the property of the Van Buren Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person/s to whom this request is presented and his 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. I further understand that in the event my application is disapproved, the sources of confidential information cannot and will not be released to me.

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

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY.

APPLICANT SIGNATURE

Subscribed and sworn before me this _____ day of _____, 20 _____

My commission expires _____ 20 _____

Notary Signature

**VAN BUREN POLICE DEPARTMENT
PRE-EMPLOYMENT INVESTIGATION DISCOVERY WAIVER**

As an applicant to the Van Buren Police Department for the position of _____,

I recognize that an employing law enforcement agency has a legal, as well as a moral obligation, to take every reasonable effort to ensure that persons employed by them conform to the very highest standards.

Therefore, I release and hold harmless the Van Buren Police Department and their officers, agents, or assignees, now and in the future, from any claim or damages in law of inequity on behalf of myself, my heirs and assignees, for their refusal to make available any and all of the information contained in this pre-employment investigation, including, but not limited to, the identity(ies) of any person(s) and or organization(s) which may have supplied information in the course of this investigation, as well as the substance of any information supplied.

I hereby waive my right, now and in the future, to examine, review, or otherwise discover the contents of this investigation and all related documents thereto.

Typed/Printed Name of Applicant: _____

Signature of Applicant: _____

Witness: _____

Date: _____