

# BERLIN POLICE DEPARTMENT-EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER  
(Civilian positions may exclude sections 9, 12, 13)

**NOTE: Please Use a Typewriter or Print Legibly. If a particular question does not apply to you, indicate "N/A" in the space provided for the answer to show that you did not fail to supply the requested information.**

**All applicants must have their signature notarized (#14)**

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
(Last) (First) (Middle)

2. Present Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

3. Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

4. Other names by which you were previously known (include aliases, maiden name, nicknames, etc...):  
\_\_\_\_\_  
\_\_\_\_\_

5. List all places or residences for the past **ten** years, beginning with the most recent address first:  
(If necessary, use additional sheets of paper.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you ever been convicted for any violation of any law and/ordinance? (This includes any Motor Vehicle Violations, Infractions, Misdemeanor Summons, and/or Felonies)? Yes No If "Yes", then describe.  
(If necessary, use additional sheets of paper.)  
\_\_\_\_\_  
\_\_\_\_\_

(Date) (City) (State) (Offense/Charge) (Disposition)

**An applicant is not required to disclose the existence of an arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46b-146, 54-76o, or 54-142a; criminal records subject to erasure pursuant to these statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. A person whose criminal records have been erased pursuant to these statutes shall be deemed to have never been arrested with the meaning of the statutes and may so swear under oath.**

7. Do you hold a valid driver's license? Yes No What State? \_\_\_\_\_ Number? \_\_\_\_\_

8. Are you a United States citizen? Yes No

9. Do you have a current C.H.I.P.s card? Yes No (If "Yes", then attach a copy of the card.)

10. Education: (List **all** high schools, colleges, technical schools, and business schools in order of attendance):  
(School) (Location) (Type) (Degree/Certification)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Employment Record (List **all** current and previous employment for the past **fifteen** (15) years, beginning with your current employer or most recent employment):

(Employer)	(Business Address)	(Position)	(From-To)

12. Were/are you in the Armed Forces? Yes No Present military status? \_\_\_\_\_

Military branch? \_\_\_\_\_ Rank discharged? \_\_\_\_\_ Dates of duty? \_\_\_\_\_  
(If "Yes," then attach copy of DD Form 214, Certificate of Release or Discharge from active duty.) (From – To)

**VETERANS PREFERENCE:** Any veteran who served in the armed forces of the United States (ie: *United States Army, Navy, Marine Corps, Coast Guard, Air Force, or any Reserve or National Guard*) and was honorably discharged from, or released under honorable conditions from active service may be eligible for Veteran's credit.

Do you claim Veteran's Preference (5 points)? If yes, check €

**IMPORTANT:** Proof of right to Veteran's Preference (DD214) and other relevant information must be submitted to the Berlin Police Department, 240 Kensington Rd., Berlin, CT 06037 Proof attached to this application: €

*Note:* Veteran's points are only added after a candidate passes an open competitive examination as a new hire.

13. On a separate sheet of paper, submit a comprehensive narrative that details what prompts you to apply for this position. (You may include any specialized abilities, training, education, or experiences that you may have had that you believe would qualify you for this position. You may include information pertaining to positions that you have held that have required you to demonstrate leadership qualities, communication skills, the exercise of authority, the ability to interact with people, etc...).

***The completed application will be considered active for a period of one(1) year from the date the application was submitted, during which time, you will be notified of any tests being conducted for openings for the position for which you have applied. Expected duration of hiring process is up to one year. Applicant may re-apply after active period has elapsed.***

14. I, \_\_\_\_\_, being duly sworn, depose and say that I am the above named person. I have read, understood and answered each and every preceding question and I hereby certify that the information that I have provided is accurate, complete and truthful to the best of my knowledge and belief. If verification of this information should disclose any willful misrepresentations, inaccuracies, omissions and/or falsifications, I acknowledge and understand that my application may be rejected and I may subsequently be removed from an eligibility list, and/or such misrepresentation will be considered cause for my dismissal in the event such misrepresentation is not discovered prior to my being hired.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)



## APPLICANT DATA SHEET

The Berlin Police Department is an equal employment opportunity/affirmative action employer and intends to recruit, hire, train and promote without regard to race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, veteran status or any other protected class. As such, we invite applicants to supply the information requested herein. Providing this information is voluntary on the part of the applicant and is used solely for reports submitted in accordance with the Town of Berlin's affirmative action efforts. This information is held strictly confidential and is separated from the application for employment. The decision to provide or not provide this information will not adversely affect consideration for employment. Thank you for your cooperation.

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Date \_\_\_\_\_ Position Applied For \_\_\_\_\_

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Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_

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Address (Street Name and Number) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

**Gender:**  Male  Female

**Referral Source:**

<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Police website (www.berlinpd.org)
<input type="checkbox"/> Self	<input type="checkbox"/> Police Department Employee
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Town of Berlin Employee
<input type="checkbox"/> Job Fair (specify) _____	
<input type="checkbox"/> Other (specify) _____	

**Racial/Ethnic Group:**

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaska Native:** (Not Hispanic or Latino) 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.

**Black or African American:** (Not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander:** (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Asian:** (Not Hispanic or Latino) 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, and the Philippine Islands, Thailand, and Vietnam.

**Two or More Races:** (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_