

# **Orange Village Police**

## **Application Packet**

### **ITEMS THAT MUST BE RETURNED WITH COMPLETED APPLICATION**

- 1) *A copy of your Birth Certificate*
- 2) *A copy of your Social Security Card*
- 3) *A copy of your Military Discharge record (if applicable)*
- 4) *A copy of your Police Academy Certificate (if applicable)*
- 5) *A copy of your Driver's License*
- 6) *A copy of your High School diploma or G.E.D*

**\*The Orange Village Police Department is an Equal Opportunity Employer.**

**Orange Village Police Department**

***4600 Lander Road***

***Orange Village, OH 44022***

***Phone (440) 498-4401***

# **VILLAGE OF ORANGE POLICE DEPARTMENT**

## **APPLICATION FOR EMPLOYMENT**

*\*This application is under oath, and any false statement or alteration of a certificate, or the presentation to the Village of Orange of a paper containing such false statement or alteration, is a violation of law and is punishable as such.*

Name: \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Place/Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Have you owned a Driver's License in any other State? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where? \_\_\_\_\_

How long have you resided at the above mentioned address? \_\_\_\_\_

Have you ever used a name or alias that was not registered with the courts? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, List them: \_\_\_\_\_

List any previous addresses for the past 10 years:

---

---

---

---

**Do Not Write Below This Line**

Date Application Filed: \_\_\_\_\_ Time Application Filed: \_\_\_\_\_

Signature of Department Member Accepting Application: \_\_\_\_\_

## **EDUCATION**

	<b><u>Name and location</u></b>	<b><u>Highest grade completed</u></b>
Grammar School	_____	_____
High School	_____	_____
College/ University	_____	_____
Major(s)	_____	_____
Other(s) (GED)	_____	_____

When your school records are checked, how many times will it show you were suspended or expelled? \_\_\_\_\_

Give details

\_\_\_\_\_

\_\_\_\_\_

Which subject did you like best in school? \_\_\_\_\_

Which subject did you like least in school? \_\_\_\_\_

Is there any information you are now concealing about your education, or that you feel is important for us to know? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

## **MEDICAL AND PHYSICAL DATA**

*\*This information is protected under the "Americans With Disabilities Act", and questions concerning it are restricted until after an offer of employment is made.*

*In the event that an offer of employment is made:*

Are you willing to take a physical examination for this position? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to take a urinalysis drug screen test? Yes \_\_\_\_\_ No \_\_\_\_\_

Please print name and address of your family physician:

\_\_\_\_\_

\_\_\_\_\_

## **MILITARY HISTORY**

Have you ever been in the United States Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, got to next page.

Branch of Service: \_\_\_\_\_

Date of Induction: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Type of job in Military: \_\_\_\_\_

List any medals, honors or awards you have received:

---

---

How many times did you:

\_\_\_\_\_ Receive disciplinary action? (Captain's Mast, Article 15, Summary Punishment)

\_\_\_\_\_ Get taken into custody by Military Authorities?

\_\_\_\_\_ Get Court Martialed?

\_\_\_\_\_ Get your rank reduced?

Explain any answers with a number other than zero:

---

---

---

Did you keep any of your service equipment when discharged? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Is there anything you are now concealing, or think is important for us to know concerning your Military History? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain:

---

---

## **FINANCIAL INFORMATION**

*How much money would it take to pay off all of your outstanding loans, bills, charges and debts? \$ \_\_\_\_\_*

*How many charge cards do you have with an outstanding balance? \_\_\_\_\_*

*When a credit check is performed, how many debts will it show you are currently behind on? \_\_\_\_\_*

*In the last seven years, how many times have you:*

\_\_\_\_\_ *Defaulted on a loan or bill?*

\_\_\_\_\_ *Had your wages garnished?*

\_\_\_\_\_ *Declared bankruptcy?*

\_\_\_\_\_ *Had to appear in court due to bad debt?*

\_\_\_\_\_ *Been refused a loan by a bank or store?*

\_\_\_\_\_ *Had an overdraft on your checking account?*

*Explain any answers with a number other than zero:*

---

---

---

---

*Is there anything you are now concealing about your financial information, or that you think is important for us to know? Yes \_\_\_\_\_ No \_\_\_\_\_*

*If Yes, explain:*

---

---

---

---

---

## **GENERAL INFORMATION**

Are you married? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give spouse's information:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Were you a party to a marriage(s) that is now dissolved? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give former spouse (s) information:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Have you ever been involved in a paternity proceeding? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain:

---

---

Give the name of every member of your family. (Mother, Father, Sisters & Brothers)

<i>Name</i>	<i>Address</i>	<i>Relationship</i>	<i>Phone Number</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **GENERAL INFORMATION**

*Please list any vehicles registered to you:*

<i>YEAR</i>	<i>MAKE</i>	<i>MODEL</i>	<i>LICENSE PLATE</i>
-------------	-------------	--------------	----------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Have you ever been convicted of a traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_*

*If yes:*

<i>OFFENSE</i>	<i>WHEN</i>	<i>WHERE</i>
----------------	-------------	--------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

*Have you ever committed a serious crime that you have not been arrested or convicted of?*

*Yes \_\_\_\_\_ No \_\_\_\_\_*

*If yes, please explain:*

_____
_____

## **EMPLOYMENT HISTORY**

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

In the last 5 years how many Full Time jobs have you had? \_\_\_\_\_

In the last 5 years how many Part Time jobs have you had? \_\_\_\_\_

In your entire life, how many times have you been fired from a job? \_\_\_\_\_

List each job you have been fired from and explain:

---

---

---

---

When we check your personnel files for the last 12 months of your employment, how many times will it indicate that you were:

Late \_\_\_\_\_ Absent \_\_\_\_\_ Disciplined \_\_\_\_\_

How many times at a job have you:

Been warned about absence or lateness? \_\_\_\_\_

Been asked to resign? \_\_\_\_\_

Quit because you thought you would be fired? \_\_\_\_\_

Had personality problems on the job? \_\_\_\_\_

Left because of personality problems? \_\_\_\_\_

Explain any answers which have a number other than zero:

---

---

---

---

---

**On the next page(s) list all your places of full, part time or temporary employment during the past ten years. BEGIN WITH YOUR CURRENT OR LAST JOB AND WORK BACKWARDS. \* FAILURE TO LIST A PLACE OF EMPLOYMENT WILL BE GROUNDS FOR REJECTION.**



## **EMPLOYERS**

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_

*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Your Duties:* \_\_\_\_\_

*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_

*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Your Duties:* \_\_\_\_\_

*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_

*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Your Duties:* \_\_\_\_\_

*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_

*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Your Duties:* \_\_\_\_\_

*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_  
*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_  
*Your Duties:* \_\_\_\_\_  
*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_  
*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_  
*Your Duties:* \_\_\_\_\_  
*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_  
*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_  
*Your Duties:* \_\_\_\_\_  
*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

*Dates of employment: From* \_\_\_\_\_ *To:* \_\_\_\_\_ *Your Position* \_\_\_\_\_  
*Name of Employer:* \_\_\_\_\_ *Supervisor* \_\_\_\_\_  
*Address:* \_\_\_\_\_ *Phone* \_\_\_\_\_  
*Your Duties:* \_\_\_\_\_  
*Reason for Leaving:* \_\_\_\_\_ *Salary/ Hourly wage* \_\_\_\_\_

---

## PERSONAL SUMMARY

*In this section, the Orange Police Department would like you tell us why you applied here and why you would be an asset to our department. This section must be filled out in your own handwriting.*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**ORANGE POLICE DEPARTMENT**  
**AUTHORITY TO RELEASE INFORMATION**

DATE: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

I Hereby authorize any Police Officer or authorized representative of the Orange Police Department bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment records or educational records including, but not limited to, achievement, attendance, personal history and disciplinary records; and medical records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge that the information is for the official use of the Orange Village Police Department. Consent is granted for the Orange Village Police Department to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability or claims for damages of whatever kind; which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

FULL NAME:

\_\_\_\_\_  
(Signature)

FULL NAME:

\_\_\_\_\_  
(Typed or Printed)

DATE:

\_\_\_\_\_

CURRENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

SOCIAL SECURITY NUMBER:

\_\_\_\_\_

DATE OF BIRTH:

\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Ohio at Large

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE APPLICANT WITH THE APPLICATION.**

**ORANGE POLICE DEPARTMENT**  
**AUTHORITY TO RELEASE CREDIT INFORMATION**

DATE \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

I hereby authorize any Police Officer or authorized representative of the Orange Village Police Department bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my credit history. Should there be any question as to the validity of this release, you may contact me as indicated below.

FULL NAME:

\_\_\_\_\_  
(SIGNATURE)

FULL NAME:

\_\_\_\_\_  
(TYPED OR PRINTED)

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

SOCIAL SECURITY NUMBER:

\_\_\_\_\_

DATE OF BIRTH:

\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Ohio at Large

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE APPLICANT WITH THE APPLICATION.**