



**APPLICATION FOR AT-WILL EMPLOYMENT
POLICE DEPARTMENT SUPPLEMENT APPLICATION
O'Neill Police Department**



401 E. Fremont Street, O'Neill, Nebraska 68763

Phone: (402)336-1313 Fax: (402)336-2549

E-mail: oneillpd@telebeep.com Website: www.oneillpolice.com

PLEASE PRINT

DATE _____

The following questions are to be answered only by the person applying for a position with the City of O'Neill Police Department.

POSITION APPLIED FOR (One position per application) _____

Name _____ Home Phone _____ Work Phone _____

List ALL other names you have used. Include circumstances and dates when used. _____

Race: Black Caucasian Indian Asian Hispanic Other _____

Date of birth _____ Place of birth _____

How long have you lived at your present address? _____

List ALL previous places, states and dates of residence since age 18. (Attach a separate page, if necessary) _____

List complete name of person that you are currently residing with: _____

List those individuals whom you have resided with during the past five (5) years. Exclude family members

FULL NAME

PRESENT ADDRESS

PHONE NUMBER

Have you ever been dismissed from school or been subject to any disciplinary action, such as scholastic probation during your academic career? Yes No

If yes, please indicate circumstances of rules infraction and action taken by school or university. _____

Are you currently a certified law enforcement officer? Yes No

If yes, please list state(s) of certification. _____

Have you ever applied to any law enforcement agency in Nebraska or any other state? Yes No

If yes, please give name of the agency(s) and date(s) of application. _____

DRIVERS LICENSE RECORD

<p>Have you ever possessed a driver's license issued from another state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give the state, number and expiration date. _____</p> <p>If you answered yes, was your license ever suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give reason, state, date and reinstatement date. _____</p> <hr/> <p>Are your driving privileges restricted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list restrictions. _____</p> <p>Have you ever had a lapse in automobile liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

MILITARY RECORD

Have you ever served on active duty in the Armed Forces of the United States? Yes No

- 1) Branch _____
- 2) Highest Rank Achieved _____
- 3) Dates of Active Duty _____
- 4) Type of Discharge _____
- 5) Have you ever been the subject of a judicial or non-judicial disciplinary action while in the military?
 Yes No If yes, please explain. _____
- 6) Were you ever court-martialed, tried on charges or subject of a summary court, desk court, Captain's Mast, company punishment or any other type of disciplinary action while in the armed forces?
 Yes No If Yes, please explain. _____
- 7) List all medals and decorations awarded you during your military service. _____

Are you a member of the Reserve or National Guard? Yes No Ready Standby

Unit and location: _____

List any disciplinary action taken while in the National Guard or other reserve unit. _____

EMPLOYMENT HISTORY

List below **ALL** work experience Not Listed on the City of O'Neill employment application. Please include part-time and temporary employment, as well as job-related military service. Account for any gaps in your employment history. List any self-employment. Under specific duties, describe the kind of work you did, machines or equipment operated, and the number and title of employees you supervised, if any. Attach additional sheets if necessary.

1. Name of Company		Address:	
Telephone Number ()			
Starting Date:	Entry Job Title:	Entry Salary \$	Per:
Ending Date:	Ending Job Title:	Ending Salary \$	Per
Detailed Description of Duties:			
Name & Title of Supervisor:			
Reason for Leaving:			
2. Name of Company		Address:	
Telephone Number ()			
Starting Date:	Entry Job Title:	Entry Salary \$	Per:
Ending Date:	Ending Job Title:	Ending Salary \$	Per
Detailed Description of Duties:			
Name & Title of Supervisor:			
Reason for Leaving:			
3. Name of Company		Address:	
Telephone Number ()			
Starting Date:	Entry Job Title:	Entry Salary \$	Per:
Ending Date:	Ending Job Title:	Ending Salary \$	Per
Detailed Description of Duties:			
Name & Title of Supervisor:			
Reason for Leaving:			
4. Name of Company		Address:	
Telephone Number ()			
Starting Date:	Entry Job Title:	Entry Salary \$	Per:
Ending Date:	Ending Job Title:	Ending Salary \$	Per
Detailed Description of Duties:			
Name & Title of Supervisor:			
Reason for Leaving:			

COURT/CRIMINAL RECORD

Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which is totalitarian, fascist, communist or subversive, or shows a policy of advocating the commission of acts of force or violence to deny other people their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?

Yes No If yes, please explain.

List all traffic citations except parking tickets.

Were you ever arrested or charged with any violation? List below even if there were no formal charges, no court appearance, found not guilty or other disposition.

List any court action where you have ever been a plaintiff or defendant, including divorce.

Has any court:

- 1) Placed you on probation? Yes No
- 2) Prohibited you from possessing a firearm? Yes No

If yes to either, please give details including dates, when, where and why.

Have you ever been:

- 1) Required to appear before a juvenile court for an act which would have been a crime if committed by an adult? Yes No
- 2) Reported to law enforcement as a missing person or runaway? Yes No
- 3) Questioned by law enforcement authorities? Yes No
- 4) Been contacted by the police as a possible suspect for any type of criminal investigation? Yes No
- 5) Charged with a crime? Yes No
- 6) Convicted of a felony? Yes No

If you answered yes to any of the above please explain. If more room is required, please attach additional sheets.

Have you ever:

- 1) Lied about anything really important? Yes No
- 2) Told a lie to stay out of trouble? Yes No
- 3) Had a warrant taken out on you? Yes No
- 4) Participated in an *undetected* crime? Yes No
- 5) Altered price tags in a store? Yes No
- 6) Lied under oath in court? Yes No
- 7) Lied on an official document? Yes No
- 8) Stolen anything? Yes No
- 9) Had any traffic violation? Yes No
- 10) Habitually use(d) alcoholic beverages to excess? Yes No

If you answered yes to any of the above please explain. If more room is required please attached additional sheets.

Have you ever used illegal drugs? Yes No If yes, please list the type of drug, dates first and last used.

Have you ever been treated for illegal drug addiction? Yes No If yes, please explain.

Have you ever sold illegal drugs? Yes No

If yes, were you convicted? Yes No

If convicted, was the conviction a felony or a misdemeanor?

PERSONAL INFORMATION

Have you ever or are you now engaged in a private business? Yes No
 If yes, list your capacity, name of business and dates. _____

Do you:

- 1) Object to wearing a uniform? Yes No
- 2) Object to being away from home for long period of time due to official duties? Yes No
- 3) Object to working a regular shift (8am to 5pm)? Yes No

Have you ever been bonded? Yes No If yes, on what job(s)? _____

Do you have any physical limitations that preclude you from performing the following job duties?

Stand for long periods of time, climb, balance, stoop, kneel, crawl, crouch Yes No
 Frequently lift or move objects up to 50 pounds and occasionally lift or move objects up to 165 pounds Yes No
 Adjust vision/focus in the use of firearms and operation of motor vehicles Yes No
 If yes, describe such restrictions and specific work limitations. _____

Do you have any physical limitations that preclude you from working in the following work environments?

- All weather conditions including temperature extremes and wet, humid environments Yes No
 - During day and night Yes No
 - Under emergency and stressful situations Yes No
 - Exposure to hearing alarms and gunfire Yes No
 - Exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, radioactive materials, solvents and oils Yes No
 - Near moving mechanical parts, vibrations and in areas with risk of electrical shock Yes No
 - In high, precarious places Yes No
- If yes, please describe such restrictions and specific work limitations. _____

RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT

List complete names, location and place of employment of any close relatives or friends (including in-laws) who are employed in law enforcement. _____

List the following information concerning relatives. If you have been married more than once, list information concerning each former spouse. If you or your spouse has stepparents, legal guardians or other with whom you lived other than your parents please include them. If you are engaged to be married in the near future, complete information should be included about your future spouse and future in-laws as well.

	FULL NAME	PRESENT ADDRESS	PHONE NUMBER
Father:	_____	_____	_____
Mother:	_____	_____	_____
Spouse:	_____	_____	_____
Father-in-law:	_____	_____	_____
Mother-in-law:	_____	_____	_____
Children:	_____	_____	_____
Other:	_____	_____	_____

REFERENCES

List three (3) responsible persons not listed on the City of O'Neill employment application (not former employers or relatives) whom you have known for at least three (3) years and will serve as a reference for you.

Name	Address	Phone	Occupation

List three (3) social acquaintances in your own age group, listing complete information. Do not include individuals listed as references on the City of O'Neill employment application.

Name	Address	Phone	Occupation

List three (3) neighbors, listing complete information. Do not include individuals listed as references on the City of O'Neill employment application.

Name	Address	Phone	Occupation

**APPLICATION FOR EMPLOYMENT
CITY OF O'NEILL, NEBRASKA**

EQUAL OPPORTUNITY EMPLOYER Date _____

Personnel Information (Please print)

Name _____ Social Security No. _____
 Address _____ Telephone No. _____
 City _____ State _____ Zip _____
 Are you under age 19? Yes _____ No _____ If yes, age _____
 Date available for work _____ Explain _____

Position Information

Position(s) applied for _____
 Have you previously worked for the City of O'Neill? _____
 Dates/Position _____
 Do you have any relatives working for the City of O'Neill? Yes _____ No _____
 If yes, give names, departments and relationship? _____

EDUCATION/TRAINING

Please list below education and/or experience relating to position(s) applied for:

	Name & Location	Did you Graduate?	Degree/ Diploma?	Courses of Study
High School				
College				
Vocational Training				

Other (include licenses, certificates, etc.):

EMPLOYMENT RECORD

Company Name:	Job Title:
Address:	Telephone Number:
Immediate Supervisor:	Reason for Leaving:
Dates of Employment: From: _____ To: _____	Salary Starting: _____ Ending: _____
Describe your duties & responsibilities:	

Company Name:	Job Title:
Address:	Telephone Number:
Immediate Supervisor:	Reason for Leaving:
Dates of Employment: From: _____ To: _____	Salary Starting: _____ Ending: _____
Describe your duties & responsibilities:	

Company Name:	Job Title:
Address:	Telephone Number:
Immediate Supervisor:	Reason for Leaving:
Dates of Employment: From: _____ To: _____	Salary Starting: _____ Ending: _____
Describe your duties & responsibilities:	

Have you ever been convicted of any violation other than a minor traffic violation?
 Yes No

If yes, give details, including dates, charges and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying. _____

 Are you a United States Citizen? Yes No

If no, do you have the legal right to work in the United States? Explain _____

REFERENCES (Other than family or employers)

(1) Name _____ Address & Phone _____

How or what does this person know about you? _____

(2) Name _____ Address & Phone _____

How or what does this person know about you? _____

You May _____

Contact my present employer:

You May Not _____

Employer _____

Address _____

City _____ State _____ Zip _____

You May _____

Check any and all references and I hold them and you
harmless for providing information.

You May Not _____

All the information listed by me on this application is true and correct to the best of my knowledge. I understand fully that any false and misleading statements may be cause for rejection of my application and/or if employed, may be just cause for subsequent dismissal.

Signature _____

This application will be kept on file for six months.

**THE CITY OF O'NEILL DOES NOT DISCRIMINATE ON THE BASIS OF
RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY
IN EMPLOYMENT OR THE PROVISION OF SERVICES.**

PRE-EMPLOYMENT INFORMATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for employment without regard to race, color, sex, national origin, military status, marital status, or the presence of a non-job-related medical condition or handicap.

So that we can comply with Federal/State Equal Opportunity Employment recordkeeping requirements and other legal requirements, please complete this form.

This Pre-Employment Information will be detached and kept in a confidential file separate from the Employment Application, and shall not be used in making any hiring decision or any selection procedure.

Position Applied For: _____ Date: _____

Name: _____
(Last) (First) (Middle) (Maiden)

Address: _____
(Street) (City) (State) (Zip)

Birth Date: _____ Nearest Age: _____

Are you a U.S. Citizen? ___ Yes ___ No

If not, do you possess an Alien (Work) Registration Card? ___ Yes ___ No

Sex: ___ Male ___ Female

Race/Ethnic Group: ___ Caucasian ___ Asian/Pacific Islander ___ Black
___ American Indian/Alaskan Native ___ Hispanic

Marital Status: ___ Single ___ Married ___ Other (Explain) _____

Are you a Vietnam Veteran? ___ Yes ___ No Service: From _____ To _____

Are you a Disabled Veteran? ___ Yes ___ No V.A. Disability Rate: _____ %

How were you referred to us? ___ Self ___ Friend ___ Employee ___ School
___ Newspaper ___ Internet ___ Employment Agency
___ Other (Please Explain) _____

Signature _____

AUTHORIZATION FOR RELEASE OF INFORMATION

(Last Name) (First) (Middle) (Date of Birth)

(Current Address) (Social Security #)

Address of Residence During Past 5 Years: Period of Time Lived There:

	<u>City</u>	<u>County</u>	<u>State</u>	<u>From</u>	<u>To</u>
(1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____

I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself to any duly authorized agent of the City of O'Neill, whether the said records are public or private, and including those which may be deemed to be a privileged or confidential nature. The intention of this authorization is to provide information which will be utilized for reference review purposes only.

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

Witness

Applicant's Signature

Address

Date

Physical Requirements for Admission and Certification

Physical Readiness Entrance Test (PRET) Information

In effect since 2013, the Physical Readiness Entrance Test, also known as the PRET, was established to ensure that incoming students could safely participate in the required training and achieve certification.

The PRET will be administered to new basic students prior to attending Basic Training. The PRET is administered in one of three ways:

- An applicant can attend the scheduled testing at NLETC.
- The agency can administer it.
- The applicant can attend testing at a local community college.

If the applicant attends the PRET in another location besides NLETC, the [PRET Test Reporting Form](#) must be submitted.

Proper protocols for administering the PRET are outlined [here](#). Results of the PRET are valid for only 4 months prior to the beginning of a basic class.

If the applicant does not meet the entrance standards, and if eligible, the applicant must attend PRET testing at the NLETC. Agency or community college testing will not be accepted.

The PRET is modeled after the Cooper Institute® Test and will consist of the following:

1. Vertical Jump
2. 1 Minute Sit-ups
3. 300 Meter Sprint
4. 1 Minute Push-ups
5. 1.5 Mile Run

To pass the PRET, the applicant must score an overall average of 30%, based on age and gender. The applicant must **complete** each of the 5 listed tests. The **minimum** 30% for each age and gender grouping is as follows:

	Men 30% Standards				Women 30% Standards			
	20-29 yrs	30-39 yrs	40-49 yrs	50-59 yrs	20-29 yrs	30-39 yrs	40-49 yrs	50-59 yrs
Vertical Jump	18"	18"	14.5"	13"	13.5"	11.1"	9"	N/A
1 Minute Push-ups	26	20	15	10	13	9	7	N/A
300 Meter Sprint	62 sec	63 sec	77 sec	87 sec	75 sec	82 sec	106 sec	N/A
1 Minute Sit-ups	35	32	27	21	30	22	17	12
1.5 Mile Run	13:08	13:48	14:33	16:16	15:56	16:46	18:26	20:17

For the full scale of testing norms, please refer to the  [Cooper Institute Testing Norms](#).

O'NEILL POLICE DEPARTMENT

401 East Fremont Street
O'Neill, Nebraska 68763
(402) 336-1313

JOB DESCRIPTION

POSITION TITLE: Police Officer

DEPARTMENT: Police

SUPERVISOR: Chief of Police/Sergeant

POSITION SUMMARY: Acts to deter and suppress crime, enforce and promote traffic safety, maintain order, provide public service and perform other duties as assigned in the City of O'Neill.

ESSENTIAL FUNCTIONS:

This position requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength. The successful officer must be able to perform all of the following essential job functions of the entry-level law enforcement officer, with minimal or no supervision. Officers will be required to attend meetings or special training within the department or at special locations.

1. Work outdoors in daylight and darkness and in all types of weather extremes.
2. Pursue fleeing persons and perform rescue operations, which may involve quickly entering and exiting law enforcement patrol vehicles.
3. Possess physical fitness skills to perform essential job functions.
4. Operate a law enforcement vehicle in congested traffic situations and inclement weather.
5. Operate a law enforcement vehicle in emergency situations involving speeds in excess of the posted speed limit.
6. Ability to subdue resisting or combative persons with physical strength, maneuvers, and approved defensive weapons.
7. Perform searches of people, vehicles, buildings and large outdoor areas, which may involve feeling and detecting objects.
8. Write investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
9. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, administering CPR, lifting, dragging and carrying people away from dangerous situations and evacuating people from a particular area.
10. Load, unload, aim and fire from a variety of body positions: handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
11. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of a dangerous condition.
12. Process and transport prisoners and committed mental protective custody patients using handcuffs and other appropriate restraints.
13. Possess excellent communication skills.
14. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

15. Responsible for gathering information by interviewing and obtaining the statements of victims.
16. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to arrest and when force may be used and to what degree.
17. Ability to take immediate action to fulfill his/her duties in all types of situations, including conditions that could place him/her in danger of personal harm. An officer must be able to confront angry, belligerent and hostile people.
18. Ability to control his/her emotions and biases while fulfilling his/her duties. An officer must be able to receive ridicule and verbal abuse directed toward him/her and maintain control of his/her emotions. An officer must be able to impartially fulfill his/her duties while working with people of diverse cultural, socioeconomic, ethnic, racial and sexual backgrounds.
19. Ability to use force upon another person up to and including taking another person's life if necessary in order to save his/her life or the life of another.
20. Maintain confidentiality of all police business.
21. An officer must be able to establish and maintain effective working relationships with fellow employees, supervisors and the public.
22. Good working knowledge of Nebraska State Statutes and City Ordinances.
23. Effectively testify in court and other formal settings.
24. Other duties as assigned.

EXPERIENCE AND TRAINING

Must be 21 years of age upon hiring at the O'Neill Police Department.

Must possess high school diploma or GED.

Must possess excellent human relations skills.

REQUIREMENTS:

1. Must be a citizen of the United States.
2. Must possess a valid driver's license and be able to obtain valid Nebraska driver's license.
3. Must have no prior felony convictions of the law.
4. Must have no convictions for driving while intoxicated or related offenses in the past 24 months.
5. Must have no prior felony or Class I Misdemeanor convictions.
6. Must be of good moral character.
7. Ability to operate mobile equipment, standard police issue and office equipment

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Ability to do manual labor involving bending, lifting, carrying and other similar motions.

**If applicant is required to attend the Nebraska Law Enforcement Training Center to obtain certification, please review the attached "Entrance Physical Standard" requirement online at http://nletc.nebraska.gov/entrance_physical.html