

## **PART TIME POLICE OFFICER**

The City of Lincoln Park is accepting applications for Part Time Police Officer.

Minimum qualifications of applicant:

- 21 years of age
- Legally employable in the United States
- No felony convictions
- Valid State of Michigan Driver's License
- Must meet all MCOLES employment standards
- Certified or able to be certified as a Michigan Law Enforcement Officer
- Must have one of the following:
  - Bachelor's Degree
  - Associate's Degree with concentration in Criminal Justice
  - High School Diploma or G.E.D. Certificate with a minimum of two consecutive years of employment in one location as a certified police officer
  - Four years active military service with Honorable Discharge
- All candidates must pass a background investigation, physical and psychological exams and drug screening
- See checklist for additional requirements

Applications may be obtained online at [www.citylp.com](http://www.citylp.com) under employment opportunities or in person at City of Lincoln Park, Office of City Management, 1355 Southfield Rd., Lincoln Park, MI 48146.

**Applicants are required to have taken and passed the EMPCO written exam within the last 12 months and *PRIOR* to submitting the application or the application will not be considered.** Details about the exam can be found on EMPCO's website at <https://www.empco.net/testing>.

Please submit completed application, along with all required documents in person or to the following address:

Office of City Management  
City of Lincoln Park  
1355 Southfield Rd.  
Lincoln Park, MI 48146  
Office Business Hours: Monday – Friday, 8 a.m. – 4 p.m.

The City of Lincoln Park is an Equal Opportunity Employer.

**CITY OF LINCOLN PARK  
PART TIME POLICE OFFICER  
BACKGROUND INQUIRY  
DOCUMENTS CHECK OFF LIST**

Use this form to verify that all the required documents listed below are included with the application.  
**Incomplete applications will not be accepted.**

- Completed application
- Copy of Birth Certificate or Certificate of Naturalization
- Copy of valid State of Michigan Drivers License
- Transcripts of all college or university work completed
- Michigan Commission on Law Enforcement Standards (MCOLES)  
Pre-Employment Testing Results for written and physical agility tests
- Copy of MCOLES Training Certification or College Diploma stating MCOLES  
Certifiable
- Completed copy of the "Background Screening Application Form"
- Completed EMPCO profile and examination with passing results
- Completed Check Off List  
(Print this completed checklist, sign it and submit with the completed application.)

Must provide one of the following and check the appropriate box:

- Bachelor's Degree
- Associate's Degree with concentration in Criminal Justice
- High School Diploma or G.E.D. with employment verification as a current certified police officer with a minimum of two consecutive years of service with the agency. Must also provide High School Transcripts or G.E.D. Transcripts.
- Four years active military service with Honorable Discharge

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF LINCOLN PARK POLICE DEPARTMENT

**YOU MUST COMPLETE ALL SECTIONS CONTAINED IN THIS APPLICATION. FAILURE TO DO SO WILL CAUSE THE APPLICATION TO BE VOID IN ITS ENTIRETY AND YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.**

## APPLICATION FOR PART TIME POLICE OFFICER

Please Print or Type

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
Street City State/Zip

Driver's License No. \_\_\_\_\_ State Issued: \_\_\_\_\_

---

---

### 1. Certified or Certifiable Law Enforcement Officer Category

A. Are you a certified police officer in the State of Michigan?  YES  NO  
(If no, go to 1B)

B. Are you MCOLES certifiable in the State of Michigan?  YES  NO  
(Have you successfully completed a Michigan Commission on Law Enforcement Standards Academy with the last year? If no, go to 1C)

C. Are you a certified police officer in a state other than Michigan?  YES  NO  
(If no, go to 2.)

### 2. Non-Certified Law Enforcement Officer Category

A. Have you successfully completed the Michigan Commission on Law Standards Pre-Employment Tests: (you must successfully complete these tests to be considered for a Police Officer position with the City of Lincoln Park)

YES  NO

B. Do you have a minimum of sixty (60) hours of credit from an accredited college or university?

YES  NO

C. Have you received an honorable discharge from the Military and have completed a minimum of thirty (30) hours of credit from an accredited college or university?

YES  NO

Are you over the age of 18?  YES  NO

Are you currently employed?  YES  NO

Do you object to working weekends or overtime?  YES  NO

Have you ever been convicted of a crime?  YES  NO

*(A conviction record will not necessarily be a bar to employment.)*

Have you ever been arrested for a felony? YES  NO

Have you ever been employed by the City of Lincoln Park?  YES  NO

If yes, \_\_\_\_\_  
Position Department Dates

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status may be requested upon employment.)  YES  NO

Have you ever been employed under a name other than the name you now use? (If yes, give name and explain.)  
\_\_\_\_\_  YES  NO

**COMPLETE THIS SECTION TO BE CONSIDERED FOR VETERAN'S PREFERENCE**

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

Dates of Service: From \_\_\_\_\_ to \_\_\_\_\_

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

I have read the attached job description, and am capable of performing with or without reasonable accommodations the activities involved in the job or occupation for which I have applied.

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

I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation, or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application, or if hired, dismissal.

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



## EMPLOYMENT HISTORY

List your complete work history, beginning with your present position and working backward to your first employment. List any period of unemployment. Include all part time employment. You may attach additional pages if necessary.

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

Name & Address of employer	From mo/yr	To mo/yr	Salary	Position	Reason for leaving
-------------------------------	---------------	-------------	--------	----------	-----------------------

---

I hereby authorize my former employers as indicated above to provide the City of Lincoln Park any information pertaining to my employment. I also specifically waive the written notice requirement of Section 6 of Public Act of 1978 pertaining to disciplinary reports, letters of reprimands or other disciplinary actions.

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

**EDUCATION**

List all schools, colleges and business schools in order attended with the most recent listed first.

From mo/yr	To mo/yr	School	Address	Last Grade Term Completed	Degree
---------------	-------------	--------	---------	------------------------------	--------

---



---



---



---



---



---



---

Did you graduate and receive a high school diploma?  yes  no If not, do you have a high school equivalency certificate?  yes  no If yes, who issued the certificate?

_____	_____
Name of Institution	Date issued

If you attended college, what was your major? \_\_\_\_\_minor?\_\_\_\_\_

Were you ever dismissed from a school or college or was any other disciplinary action, including scholastic probation, ever taken against you?  yes  no If yes, indicate below:

School or College	Date	Type of Action	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had any training in law enforcement?  yes  no If yes, give details:

---

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

**TRAFFIC AND CRIMINAL OFFENSE HISTORY DATA**

Indicate below EVERY TRAFFIC TICKET received in this state or elsewhere (excluding parking violation(s))

Date	Offense	Location	Court Disposition or fine	Your Age at the time	Police agency
------	---------	----------	------------------------------	-------------------------	------------------

---

---

---

---

---

---

---

---

---

---

Have you ever been convicted of, pled guilty to, or pled no contest to any criminal charge, whether a misdemeanor or felony, in any court or in any country?  yes  no

If yes, explain in detail, list date(s), original charge, court, location and agency(ies) involved:

---

---

---

---

---

---

---

---

Have you had an arrest, charge, conviction, guilty plea or any other criminal matter expunged from your record as either a juvenile or an adult?  yes  no If yes, explain in detail:

---

---

---

---

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

Have you ever been placed on probation for any criminal matter by a federal, state, or local court in the United States of America or any country? [ ] yes [ ] no If yes, explain in detail – listing court location, charge and disposition:

---

---

---

---

Have you ever served a sentence in any youth home, jail, prison, penitentiary or other detention facility? [ ] yes [ ] no If yes, explain in detail:

---

---

---

---

**CIVIL COURT DATA**

Were you ever summoned or subpoenaed to court in a civil action or proceedings, or were you ever a party (plaintiff or defendant) in a civil action in this state or elsewhere? [ ] yes [ ] no If yes, explain in detail:

---

---

---

---

**SELECTIVE SERVICE DATA**

What is your present Selective Service classification? \_\_\_\_\_

Date so classified: \_\_\_\_\_ Selective Service Number: \_\_\_\_\_

Local Board No., City & State \_\_\_\_\_

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

### MILITARY SERVICE DATA

Have you ever served on active duty in the Armed Services of the U.S.  yes  no

If yes, indicate below all active military service:

Branch of Service	Serial Number	From mo/yr	To mo/yr	Highest Rank	Primary Duty	Type of Discharge
----------------------	------------------	---------------	-------------	-----------------	-----------------	----------------------

---

---

---

---

Were you ever court-martialed, tried on charges, or were you the subject of a Summary Court, Deck Court, Captain's Mast, Company Punishment, or any other disciplinary action?  yes  no

If yes, explain in detail including reason, type of disciplinary action, date, charge and disposition:

---

---

---

Are you now, or have you ever been, a member of any military reserve or National Guard organization?  yes  no If yes, explain in detail:

---

---

---

Are you required to attend military training meetings?  yes  no If yes, explain in detail, including date obligation is completed:

---

---

---

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

Have you ever served in a military organization of any foreign government? [ ] yes [ ] no  
If yes, explain in detail including type of discharge:

---

---

If you were enrolled in specialist schools while in the armed forces, specify the military school, length of time attended and type of study:

---

---

List all commendations and citations awarded to you as a member of the armed forces:

---

---

---

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

### PERSONAL REFERENCES

Give three (3) references (not relatives, former employers, fellow employees or school teachers) who are responsible persons who have known you well during the past five (5) years:

Name	Address	Years Known	Occupation	Phone Number
------	---------	----------------	------------	-----------------

---

---

---

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

CITY OF LINCOLN PARK BACKGROUND SCREENING APPLICATION FORM

-PLEASE PRINT OR TYPE ALL INFORMATION ON THIS FORM-

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
PREVIOUS NAMES: \_\_\_\_\_  
DRIVER'S LICENSE NO. \_\_\_\_\_

I hereby request and authorize the City of Lincoln Park to conduct a background investigation on myself to include any and all records regarding any arrests, convictions, or information listed in my name. I hereby release the City of Lincoln Park from all liability for any damages whatsoever for furnishing any information concerning me, whether by reason of unauthorized use, error, negligence, or other reason.

I authorize the City of Lincoln Park to use the information it obtains to evaluate my application for employment. I certify that all information given by me is true and correct to the best of my knowledge. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process are significant cause for my not being accepted as an employee and for my dismissal no matter when discovered. The employers, organizations, and individuals named are authorized to give any and all information regarding my employment, character, and qualifications that they have about me, in consideration of the evaluation of this background investigation.

I hereby waive, release and discharge the City of Lincoln Park, all employees, organizations and individuals, and any other persons or entities from liability from all damages and losses of whatever kind or nature, except liability for willful or intentional acts or punitive damages that may result from compliance or attempts to comply with this authorization.

I hereby consent to this investigation and authorize the City of Lincoln Park to procure the reports as stated above, in order to evaluate my application for employment and/or to maintain records on my status as an employee of the City of Lincoln Park. I acknowledge that I will notify the City of Lincoln Park immediately of any inaccuracies in, or corrections to, the information that I have provided. I also acknowledge that I have a continuing duty and obligation to notify the City of Lincoln Park of any arrest or criminal conviction that occurs after the date hereof. I further acknowledge should I be employed by the City of Lincoln Park this obligation shall continue after my date of hire and throughout my employment. I acknowledge noncompliance with the above-stated requirements constitutes grounds for discipline up to and including termination. In order to verify my identity for purposes of the background check, I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date