

**Human Resource Department**

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THE CITY OF MARSHALLTOWN IS AN EQUAL OPPORTUNITY EMPLOYER

**Police Officer Employment Application**

City Use Only

This application is part of the hiring process and is used to compare each candidate using the same information in the same format. Application must be received by Friday, September 24, 2010 at 5:00 P.M. When completing the online employment application, be sure to click "submit form" at the top of the application, save the file, and email to the City Human Resource Director at [hr@ci.marshalltown.ia.us](mailto:hr@ci.marshalltown.ia.us)

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Are you certified by the Iowa Law Enforcement Academy? \_\_\_ Yes \_\_\_ No

If you answered yes, do you have more than a 180-day break in service? \_\_\_ Yes \_\_\_ No

If you are you certified in any other state list the state and year of certification: \_\_\_\_\_

**VETERANS' PREFERENCE** - Complete this section only if you are a US Military veteran and want to claim veterans' preference points. Applicants wishing to have points awarded for military service must submit proof of service including dates of service and type of discharge prior to or at the time of interview. US Military Service dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Do you have an honorable discharge? \_\_\_\_\_ Are you a United States citizen? \_\_\_\_\_ Are you currently a resident of Iowa? \_\_\_\_\_ Do you have a service-connected disability or are you receiving compensation, disability benefits, or pension under laws administered by the veterans' administration (an honorably discharged veteran who has been awarded the Purple Heart for disabilities incurred in action shall be considered to have a service-connected disability)? \_\_\_\_\_

**How did you hear about this position? If through a publication, web site, friend, City employee, etc., please list the name of the publication, web site, friend, City employee, etc.:**

\_\_\_\_\_

**If you have relatives who work for the City list their names, their relationship to you (such as aunt, first cousin, etc.), and the department where they are employed:**

\_\_\_\_\_

**If you know anyone else who works for the City, please list their names, departments, and how you know the employee(s):**

\_\_\_\_\_

**Have you ever been convicted for a violation of the law other than minor traffic offenses? \_\_\_ Yes \_\_\_ No (A conviction record will not necessarily exclude you from consideration for employment. Factors such as nature and seriousness of the violation, age at the time of the offense, and rehabilitation will be taken into account.) If you answered yes, or if you are unsure, please explain:**

\_\_\_\_\_

## MINIMUM HIRING STANDARDS

The State of Iowa has set a standard that a police officer must be a high school graduate or hold a G.E.D. certificate. Have you graduated from high school? \_\_\_Yes \_\_\_No If you have not graduated from high school do you have a G.E.D. certificate? \_\_\_Yes \_\_\_No. If you answered no to both of these question, please do not submit this application or employment.

To become a police officer for the City of Marshalltown you must meet **EVERY ONE** of these hiring standards:

- Are you a U.S. Citizen or will you become a U.S. Citizen upon employment? \_\_\_Yes \_\_\_No
- Are you an Iowa resident or will you become an Iowa resident upon employment? \_\_\_Yes \_\_\_No
- Will you be at least 20 years of age on or before July 27, 2009? \_\_\_Yes \_\_\_No
- Will you be less than 65 years of age on July 27, 2009? \_\_\_Yes \_\_\_No
- Do you have a valid Iowa driver's license? \_\_\_Yes \_\_\_No  
If no, will you be able to obtain one upon employment? \_\_\_Yes \_\_\_No (Applicants are not required to have an Iowa's drivers' license to apply but are required to have one at time of employment.)
- Are you a habitual criminal? \_\_\_Yes \_\_\_No
- Are you addicted to drugs or alcohol? \_\_\_Yes \_\_\_No If you are addicted to drugs or alcohol, have you been rehabilitated for one year or more or are you presently undergoing treatment? \_\_\_Yes \_\_\_No
- Have you ever attempted a deception or fraud in connection with a civil service exam? \_\_\_Yes \_\_\_No
- Are you of good moral character? \_\_\_Yes \_\_\_No
- Do you believe you can pass the physical fitness tests adopted by the Iowa Law Enforcement Academy? \_\_\_Yes \_\_\_No (Fitness information is included in the City of Marshalltown Police Recruitment Brochure)
- Are you opposed to using force to fulfill the duties of police officer? \_\_\_Yes \_\_\_No
- Do you have uncorrected vision of not less than 20/100 in both eyes, which vision is corrected to at least 20/20, or which will be corrected to at least 20/20 prior to your date of employment? \_\_\_Yes \_\_\_No
- Do you have color vision consistent with the occupational demands of law enforcement? \_\_\_Yes \_\_\_No
- Do you have normal hearing in each ear or with accommodation can you perform the essential functions of the position? \_\_\_Yes \_\_\_No
- Are you willing to be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer? \_\_\_Yes \_\_\_No
- Are you willing to undergo psychological testing and evaluation? \_\_\_Yes \_\_\_No
- Do you understand that you will have to pass cognitive (basic skills) testing? \_\_\_Yes \_\_\_No
- Do you understand that, upon contingent offer of employment, you will have to pass a polygraph? \_\_\_Yes \_\_\_No
- Do you understand that, upon contingent offer of employment, you will have to pass a post offer drug screen? \_\_\_Yes \_\_\_No  
Do you believe that you will be able to pass a pre-employment drug screen? \_\_\_Yes \_\_\_No
- Have you read Section 400.17, 2007 Code of Iowa? \_\_\_Yes \_\_\_No (Included in City of Marshalltown Police Recruitment Brochure)
- Do you believe that you can fulfill the requirements of Section 400.17? \_\_\_Yes \_\_\_No
- Do you understand that, if hired, use of tobacco or alcohol products in violation of Iowa State Code during your probationary period will be cause for immediate termination? \_\_\_Yes \_\_\_No
- Have you received or have you downloaded a copy of the City of Marshalltown Police Officer Civil Service Entrance Examination Recruiting Brochure? \_\_\_Yes \_\_\_No

Is there any reason known to you why you might not be able to consistently and promptly perform any of the job duties of Police Officer? \_\_\_Yes \_\_\_No If you answered yes, please explain in detail:

**CITY OF MARSHALLTOWN'S POLICE DEPARTMENT APPLICANT  
WAIVER OF LIABILITY AND RELEASE FOR EMPLOYMENT**

I have completed this application myself; no one else has completed any part of it for me.

I agree that if I am hired as a condition of employment with the City I will have my paychecks directly deposited into an account or accounts instead of receiving paper checks.

The information provided on this application or on any information submitted with this application is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal and/or revocation of ILEA certification if later discovered.

In order to permit the City of Marshalltown to make a thorough investigation of my background, health, family, personal habits, and reputation, for the purpose of determining my fitness and suitability for employment with the City, I hereby release from liability and promise to hold harmless from any liability under any and all possible causes of legal action any and all persons or entities who shall furnish any information or opinions regarding my background, health, family, personal habits, and/or reputation and waive any and all legal privileges I may have to maintain such information as confidential, including but not limited to, the following privileges: attorney-client, physician-patient, psychotherapist-patient, clergyman-penitent, husband-wife, and accountant-client.

I hereby authorize any person or entity who may be contacted by the City of Marshalltown, its employees, officers, or agents to release and transmit to such employees, officers, or agents any information, data, or opinions they may have regarding my background, health, family, personal habits, or reputation. I understand that the source of such information or opinions provided to the City shall be confidential and that the City shall not be required to reveal the content or source of any information or opinions.

I further agree to hold harmless and release from liability under any and all possible causes of legal action the City of Marshalltown, its employees, its officers, or its agents, for any statements, acts, or omissions in the course of its investigation into my background, health, family, personal habits, and reputation.

I further realize that it is necessary for the City of Marshalltown to thoroughly investigate all aspects of my personal background and qualifications and, by applying for employment with the City, I expressly waive all of my legal rights and causes of action to the extent that the City of Marshalltown's investigation (for purposes of evaluating my suitability or application for employment) may violate or infringe upon these aforementioned legal rights and causes of action of mine.

This release from liability is given by me to the City of Marshalltown and all of its employees, officers, agents, and all others as here fore provided, shall apply to any right of action that might accrue to me, my heirs, and/or my personal representatives.

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