

# FAIRVIEW POLICE DEPARTMENT

Police Officer Application for Employment

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Date/Time Turned in: \_\_\_\_\_

Received by \_\_\_\_\_ (printed) \_\_\_\_\_ (signature)

Fairview Police Department  
203 E. Central  
Fairview, OK 73737  
580-227-4444 or 580-227-2390

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Copies of the following items must be submitted with completed application.

Failure to provide one of the listed items will render the application as incomplete and unable to be considered for employment.

- o Driver's License
- o Social Security Card
- o High School Diploma or GED
- o College Transcripts (if applicable)
- o Birth Certificate
- o Military Record/DD-214 (if applicable)
- o All certificates listed in this application

If you have any questions contact the  
Chief or Assistant Chief of Police at: 580-227-4444

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**Date of Application:** \_\_\_\_\_ **Date Available for work:** \_\_\_\_\_

Print or type answers to each question clearly and completely. All questions must be answered. This is an Application for Employment and no employment contract is being offered. Use page 18 provided for additional information.

\_\_\_\_\_  
Last Name                      First                      Middle                      Social Security Number

\_\_\_\_\_  
Street Address                      Home Phone

\_\_\_\_\_  
City, State, Zip                      Cell Phone

List any other name(s) you have been known by: \_\_\_\_\_

Provide any other Social Security Number(s) you have used: \_\_\_\_\_

### **Applicants must be able to work: Shift Work, Nights, Weekends, and Holidays.**

If you are under 21 years of age, you may not be hired until age 21.

Date of Birth: \_\_\_\_\_ Present age: \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER:** The City does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, disability status, or any other legally protected status.

**WARNING:** All information in this application will remain confidential and only released to those who need to know: however, the applicant will be subject to extensive background examination and polygraph. Any false, misleading, or incomplete statements will be considered grounds for rejection. Leave no blank spaces. If the question does not apply to you, mark N/A (not applicable).

The City is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation except as necessary to complete the application form. After reviewing your application form, verifying your responses, conducting an extensive background investigation, conducting necessary interviews or tests, and you are considered for the job, need for accommodations will be noted. The parties will explore reasonable accommodation to perform the essential job functions if necessary at that time.

**The City conducts a pre-employment exam, which will determine whether you can do the essential functions of the job without substantial risk or harm to yourself and the public.**

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### Job Description

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Title: Police Officer

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#### Purpose of Position:

- This is an entry-level position in the Fairview, OK, Police Department.

Position requires monitoring and enforcement of the criminal and traffic laws. Work of this nature requires responsibility to react in a thorough and professional manner, the ability to deal with the public and observe suspicious activity.

#### A Fairview Police Officer:

1. Patrols assigned areas of the city both on foot and by vehicle checking buildings, bars, and residences for suspicious activity to deter crime and to protect lives and property of the citizens.
2. Enforces city ordinances, state laws, and federal laws.
3. Investigates crime scenes and accidents; talks to or interviews witnesses or victims; searches for and preserves evidence; participates in line-ups; completes written reports; maintains surveillance over persons and places; testifies in court.
4. Makes probable cause arrests and/or warrant arrests. Writes and executes search warrants.
5. Assists stranded motorists, provides assistance to those who need aid and comforts those who are in distress. Determines if a person is a danger to self or others and evaluates the mental stability of the individual.
6. Takes part in a variety of public speaking engagements; participates in various in-service training/willing to learn and increase skill in police work; communicates with other law enforcement personnel in various agencies and with the City/District Attorney's Office.
7. Demonstrates proficiency with firearms and with physical defense techniques to defend self and others.
8. Escorts prisoners to and from court; insures prisoners are properly guarded; acts as custodian of personal property and evidence being held for court presentations; maintains records of property, evidence, and vehicles held or impounded.
9. Answers calls involving medical, fire, accidents, and misdemeanors and felonies.
10. Performs other duties as assigned.

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### Job Description (cont.)

#### **Education, Training, and Experience Required:**

- Must be 21 years of age. Although this is an entry level position, the incumbent will be in a probation status for a minimum of 90 days and maximum of 180 days and will be directly supervised by a Field Training Officer (FTO) during such period.
- Must be able to pass local comprehensive/aptitude test, practical exams, MMPI/CPI or related psychological performance tests, must pass comprehensive drug tests or other exams.
- Must be CLEET certified and pass the state firearm qualifications and physical defense exams.
- Must be a citizen of the United States and possess a high school diploma or G.E.D.
- Must not have been convicted of a felony, domestic abuse charge, or have pending criminal actions.
- Must not be a current user of controlled substances.
- Must demonstrate through background investigation, interview, and other tests that he/she is suited for the job of Patrol Officer.
- Ability to operate two-way radio, handheld portable in field situations, and to operate effectively radar equipment, Intoxilyzer, in car emergency equipment, and to perform routine preventive maintenance on vehicle.
- Ability to read, understand, and interpret ordinances, laws, and other operating procedures and communicate both orally and in writing; ability to investigate crimes and make reports.
- Ability to drive vehicle both safely and effectively while under stress, to communicate information on the radio, pursue violators, or handle emergency situations. At times these must be done simultaneously and in all environmental conditions.
- Ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others. Ability to diffuse a potentially volatile situation.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken. Ability to make split second decisions that could affect the life and property of the public, department and fellow employees as well as the officer's safety.
- Ability to travel to locations on a map, receive radio instructions, and to make and provide directions to others.

### Job Description (cont.)

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- Self-confidence, ability to lead or take charge of a situation, and to make appropriate decisions.
- Willingness to both work with others and follow orders or allow superior officer(s) or other trained experts to take charge as required. Must be flexible in dealing with situations.
- Ability to interface properly with other law enforcement personnel both in the city and in other agencies and to cooperate in law enforcement work.
- Ability and skill with firearms, hand to hand combat, and other means of defense; ability to effect the arrest of a resisting person.
- Ability to perform first aid or CPR as required for emergencies or assist other emergency personnel administering aid as well as taking safeguards to prevent further accidents.
- Sensitive and responsive to the needs and feelings of others; sensitive to the community values and norms; knowledge or appreciation of special lingo or slang to communicate with the public; sensitive to alternative lifestyles and socio-economic groups and races in applying or enforcing the law.
- Ability to maintain confidentiality. Must be honest in his/her dealings with public and obey laws.
- Ability to work rotating shifts, holidays, weekends, and long hours as necessary with exposure to unpleasant weather conditions.
- Must be able to respond to varying situations with tact, evenhandedness, and diplomacy. Must know how to assess and handle stressful, hostile, or irrational persons, whether due to physical or mental disability, drugs/controlled substances, alcohol, or other factors.
- Ability to immediately respond to high emotion/high stress or physically taxing situations without any warning or warm up and to quickly return to daily activities thereafter.
- Ability to gather information from a crime scene and determine motive or clues; ability to question witnesses and glean important information; ability to be objective and sensitive to the feelings of those harmed or injured; ability to testify under direct/cross examination.
- Willingness to determine correct response to complaints and inquiries and make proper dispensation or direct to appropriate authorities.

- Job Description (cont.)

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- Knowledge and ability to use mathematical formulas to determine accident investigations and complete other investigations at a level generally obtained in high school. Must be able to comprehend reading of laws, ordinances, etc., generally of at least a high school level.

### Contact with others:

- Notifies parents and guardians of the arrest or detention of juveniles; confers with the District Attorney, City Attorney, or other law enforcement personnel relative to law enforcement duties; talks with citizens to gather and exchange information or to provide assistance; testifies in court or before other tribunals.

### Special Certification, Registrations, Licenses Required:

- CLEET/CLEET Reserve Certificate, completion of FTO program, and valid Oklahoma operator's license with good driving record. Possible Radar and Intoxilyzer certification. Must qualify with duty weapon, shotgun and re-qualify as often as deemed appropriate by the Department Policy.

### Physical/Mental Requirements:

- Must be able to demonstrate on the MMPI/CPI or related personality performance test, the ability to do the job of a Police Officer effectively including:
  - o Honest self-appraisal
  - o Self-confidence, able to lead, take-charge, and make decisions
  - o Even-tempered, reacts well to stress
  - o Willingness to work with others and follow others
  - o Sensitive and responsive to the needs and feelings of others

**After reviewing the essential job functions, the minimum qualifications and special requirements from the attached job description, are you able to do them with or without a reasonable accommodation? Yes  No**

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As you complete the next portions, provide us with prior education, work experience, and any relevant training, certificates, or licenses that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible since you will be screened on what you include regardless of what you might otherwise be able to perform.

It is extremely important that you provide correct responses to the following questions and that you indicate your qualifications to be able to do the essential functions of the Police Officer position. Failure to answer these questions may indicate that you have not provided the information to qualify for the present position. Use section 38 if you need additional space.

1. Are you a U.S. Citizen? **Yes**  **No**

If no, what citizenship are you? \_\_\_\_\_

2. Have you ever worked for the City of Fairview: **Yes**  **No**

If so, what Department?


3. Are you related to any City employee or any member of the City Council? **Yes**  **No**

If yes, Who? \_\_\_\_\_

4. Have you applied with any other Police Department in the last 5 years? **Yes**  **No**

If yes, which Department(s) and when?


5. Do you know any City of Fairview Police Officers: **Yes**  **No**

If yes, Who? \_\_\_\_\_

6. Can you operate:  Automobile  Motorcycle  Airplane  Helicopter

License(s) Number	State	Date Expires	Type

7. Does your drivers license have any restrictions? **Yes**  **No**  If yes, explain:


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8. Have you ever had a driver's license suspended or revoked? **Yes**  **No**

If yes, please explain:


9. In the last seven years:

1) How many traffic tickets have you received? \_\_\_\_\_

2) Number of times arrested for driving under the influence? \_\_\_\_\_

3) Reckless driving of any type? \_\_\_\_\_

4) Number of accidents you were involved in as a driver for which you were charged or cited? \_\_\_\_\_

5) Have you been involved in a serious accident(s) where you were the driver? **Yes**  **No**

If yes, or anything other than none to any of the above, explain:


10. It is imperative that law enforcement personnel have a clean conviction record and not be addicted to controlled substances. (Arrest information will not necessarily disqualify you.)

By any court of law or law enforcement body anywhere have you:

ever been arrested? **Yes**  **No**  if so - placed in jail? **Yes**  **No**  detained? **Yes**  **No**

received a conviction? **Yes**  **No**  suspended sentence? **Yes**  **No**

deferred sentence which has not been sealed? **Yes**  **No**  probation? **Yes**  **No**

If yes, please explain below:

Date	Charge	Age at time	Court of Jurisdiction	Disposition	Location of Police Agency Involved

Other explanation:


11: Have you ever been fingerprinted? **Yes**  **No**  If yes, complete the following:

When	Where	For Whom	Purpose

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12. Residence: List every place you have resided in the past 10 years  
 Phone number of current landlord?

From Month - Year	To Month - Year	Street Address	City, State	Name of Landlord

13. Education: List high school(s), college(s), correspondence, business or technical schools attended. Exclude military training.

Name of School	Location City & State	Type of School	Dates of Attendance	Hours Completed	Graduate/ Degree

14. List all educational special honors, scholarships, etc., received:


15. List all memberships in school societies, fraternities, or clubs (You may exclude membership in organizations indicating national origin if desired)


16. Have you ever been expelled or suspended from any school or dropped out of school because of poor scholastic standing? **Yes**  **No**  If yes, please explain circumstances:


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17. List employment experience for the past 10 years.

Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	

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Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	
Dates (From-To)		Employed by:	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:			
		Name of Supervisor	

18. If you have had no prior employment experience, please explain what you have done since high school to prepare you for this job.


19. Have you ever been fired, suspended, or put on an inactive status (other than for workers' compensation cases) by any of your previous employers? **Yes**  **No**

If yes, please state circumstances:


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20. Account for all periods of time since age 18 that you were not in school, working, in the military, or recuperating from an illness or injury if over 90 days in duration:


21. In chronological order, list all special training received and occupational schools attended in your employment history that are not listed elsewhere. (Exclude military schools and training, high school, colleges, etc)

Name of School	Location City & State	Type of School	Dates of Attendance	Hours Completed	Certificate Received

22. Indicate if you have any additional information or comments concerning any volunteer experience, any special licenses or training, which would help us determine your suitability for this position.


23. Have you ever been bonded? **Yes**  **No**  With respect to each time bonded, state details below:

Date	Reason	By Whom	Address, City, State

24. Are you now engaged in any business as an owner, partner (active or silent), or other connection (not listed in job history as employee) ? **Yes**  **No**  If yes, give full details: name, address, etc.


25. Has any corporation, partnership or business of which you are/were an officer partner, etc. ever been issued or denied a license or permit by any City, State or Federal Government? **Yes**  **No**

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If yes, give full details: Exclude drivers license(s).


### Selective Service/Military Service

26. Have you registered for the selective service? **Yes**  **No**  If yes, when \_\_\_\_\_

27. Have you served in any branch of the military? **Yes**  **No**  If yes, indicate branch, current status, and military training or experience that would assist you in being a Police Officer:

Base or Name of School	Location City & State	Type of School	Dates of Attendance	Hours Completed	Certificate Received

28. List any medals, decorations, campaign and theater ribbons awarded to you while in the armed forces:


29. Were you honorably discharged? **Yes**  **No**  Please provide a copy of any discharge papers (Forms DD-214 and DD-214 Member 4)

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### Subversive Organizations

30. As used in this application, a subversive organization shall mean any group or organization which does not support local State and Federal Laws and which advances its beliefs through violence and force.
- A. Have you advocated, advised, or taught the doctrine that the government of the United States of America or any State or any political subdivision thereof should be overthrown by force, violence, or any other unlawful means? **Yes**  **No**
  - B. Are you now or have you ever been a member of any subversive organization? **Yes**  **No**
  - C. Have you ever been connected, or affiliated in any manner with or have you ever attended meetings of any subversive organization? **Yes**  **No**
  - D. Have you ever paid, collected, or solicited any money, dues, or contributions to, for, or on behalf of any subversive organization? **Yes**  **No**

If any of your responses are yes to any of the questions in category 29, please indicate circumstances:


31. Background references pertaining to past character:  
(This information is used to question family members and associates to determine your fitness to do the essential functions of the job)

Name, Phone Number and Address of Current Spouse, if applicable:

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Name, Phone Number, and Address of Former Spouse, if applicable:


Name, Phone Number, and Address of College Roommate, if applicable:


Name, Phone Number, and Address of Military Associate, if applicable:


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Name, Phone Number, and Address of Mother, Father, & Siblings:


Name, Phone Number, and Address of any other personal references:


32. List any social, labor, civic and fraternal organizations that you have in the past or currently belong to which demonstrates your fitness for this position (You may exclude any that is associated with a national origin if you wish.)


33. Which of your previous jobs did you like the **best**? Explain the duties and reasons why:


34. Which of your previous jobs did you like **least**? Explain the duties and reasons why:


35. What prior experience have you had with firearms? Explain:






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### Personal Questionnaire

As an applicant for the position of Police Officer with the City of Fairview, you will be subjected to an intense background investigation, which may include a polygraph on any of these questions. The following questionnaire is a preview of items that will be necessary for us to check information. It will be to your benefit to answer all questions honestly and to the best of your ability.

1. Have you in the past 7 years used any controlled substance such as narcotics, speed, PCP, barbiturate, amphetamine, LSE, cocaine, crack heroin, marijuana, etc., that was not prescribed for you by a medical doctor? \_\_\_\_\_ If yes, please indicate the type of drug, the date of use, and extent of usage:


2. During the past 5 years, except as covered by medical procedure, have you sniffed or inhaled glue, paint lacquer, gasoline, or any other substance with the intent of getting high or intoxicated? \_\_\_\_\_ If yes, please indicate the particulars:


3. Have you stolen anything of value? \_\_\_\_\_ If yes, please indicate what it was, when it happened, and how often it happened:


4. Have you ever been arrested and/or convicted of any crime? \_\_\_\_\_ If yes, be sure you have explained this in detail indicating the outcome of the conviction on question 10 of this application form.

5. Do you support the Local, State, and Federal Laws and are you willing to do so without reservation? \_\_\_\_\_

6. Are you able to do the essential functions of the job of Police Officer with or without reasonable accommodations? \_\_\_\_\_

Date: \_\_\_\_\_  
Month/Day/Year

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

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**READ CAREFULLY BEFORE SIGNING**

I certify that I am the person named above and that facts in this application are true and complete to the best of my knowledge. In signing this statement, I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete, or misleading, it may render me ineligible for employment as a Police Officer.

I hereby grant permission to the City of Fairview to investigate any information included in the application and I agree to submit to a pre-employment drug screen, polygraph examination, or medical examination if requested to do so. I understand that this application is not a contract of employment. I hereby release the City of Fairview and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the city.

I hereby authorize any City, County, State, or Federal Agency or former employer or any individual listed in this application form to furnish to any member of the Fairview Police Department any information concerning me necessary to process this questionnaire. A Photostats and/or Verifax copy of this authorization shall be considered as valid as the original.

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

Subscribed and sworn to me on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**FAIRVIEW POLICE DEPARTMENT**

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**Authorization to Release Information**

To Whom It May Concern:

I hereby authorize any sworn Police Officer or other authorized representative of the Fairview Police Department bearing this release, or copy thereof, within one year of its date, to obtain information from your files pertaining to my employment, credit, or educational records, including but not limited to academics, achievements, attendance, athletics, personal (non-medical) history, and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the Fairview Police Department. Consent is granted for the Fairview Police Department to furnish such information as is described above, as third parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records and any school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of any compliance with this authorization, request to release information, or an attempt to comply with it.

A copy of this authority to release will be as valid as the original.

Should there be any question as to the validity of this release, you may contact me as indicated below:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Month/Day/Year Full Name

Typed or Printed Name: \_\_\_\_\_  
Full Name

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

Phone: \_\_\_\_\_

Witness: \_\_\_\_\_

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

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### Authorization to Release Medical & Worker's Compensation Information

To Whom It May Concern:

I hereby authorize any physician or other authorized medical representative under contract or agreement with the City of Fairview bearing this release, or copy thereof, within one year of its date, to obtain information concerning medical history to determine whether I can do the essential functions of the position of Police Officer with the City of Fairview, I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of any medical group, medical or psychological practitioner, or professional for the City of Fairview. Consent is granted for the purpose of performing such post-offer medical or psychological exam as required by the City of Fairview Police Department. Such information is confidential and will not be released to the City except as covered by the Americans with Disabilities Act and as required by State law.

I hereby release you as the custodian of such records and any hospital or other repository of medical records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of any compliance with this authorization and request to release information, or an attempt to comply with it.

A copy of this authority to release will be as valid as the original.

Should there be any question as to the validity of this release, you may contact me as indicated below:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Month/Day/Year Full Name

Typed or Printed Name: \_\_\_\_\_  
Full Name

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

Phone: \_\_\_\_\_

Witness: \_\_\_\_\_

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

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**Confidential Information Agreement Form**

A thorough investigation will be conducted to determine your qualifications for the position of Police Officer. To a great extent, your ability to be qualified for employment will depend on information obtained in confidential interviews with persons with whom you have been associated, including personal references you have listed.

If reasons for your non-acceptance are of a temporary nature, whereby you could be accepted at a later date, you will be so notified. Failure to be certified and hired at the present time does not indicate that you cannot apply at a later date, but that other candidates provided experience, education, and background data that were more suitable for employment at this time.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT**

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

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

Witness: \_\_\_\_\_