POLICE OFFICER RECRUIT

*City of Tempe * Human Resources Dept * 20 E. Sixth Street * Tempe, AZ 85281 * (480) 350-8278 * (480) 350-8400 TDD*

PLEASE READ THIS INFORMATION CAREFULLY!

HOW TO APPLY: Bring your completed application packet with you on the day of the test. Do not mail your application. There is no study guide.

- **Written exam test date is Friday, March 3, 2006 at 8:30 a.m.**
- **Test site:** Tempe Police Auditorium (see map on back).
- **Physical Agility testing will be on Saturday, March 4, 2006 @ 7:00 a.m.**
- **Interviews will begin on Monday, March 6, 2006.**
- Experience and training requirements for this position are listed on the accompanying pages. For more information, please visit the following website at http://www.tempe.gov/police/employment/default.htm.
- You must be 21 at the time of application.
- Please complete the application packet and Automatic & Discretionary Disqualifiers form. The Voluntary Employment Data Record is optional. These items must be brought with you to the written exam.
- You are required to bring a photo ID and two sharpened #2 pencils.
- If you are claiming veteran's or disabled veteran's preference points, you must provide a copy of your DD214 or verification at the TIME OF CHECK-IN for the written examination. If, due to some physical or mental impairment you will require accommodation in order to complete this type of test, please contact Human Resources at (480) 350-8278 at least 48 hours prior to your scheduled time.
- ***Out-of-State Candidates:*** Upon successfully passing the written and physical agility tests, you will be scheduled for an interview on Monday or Tuesday of the following week.

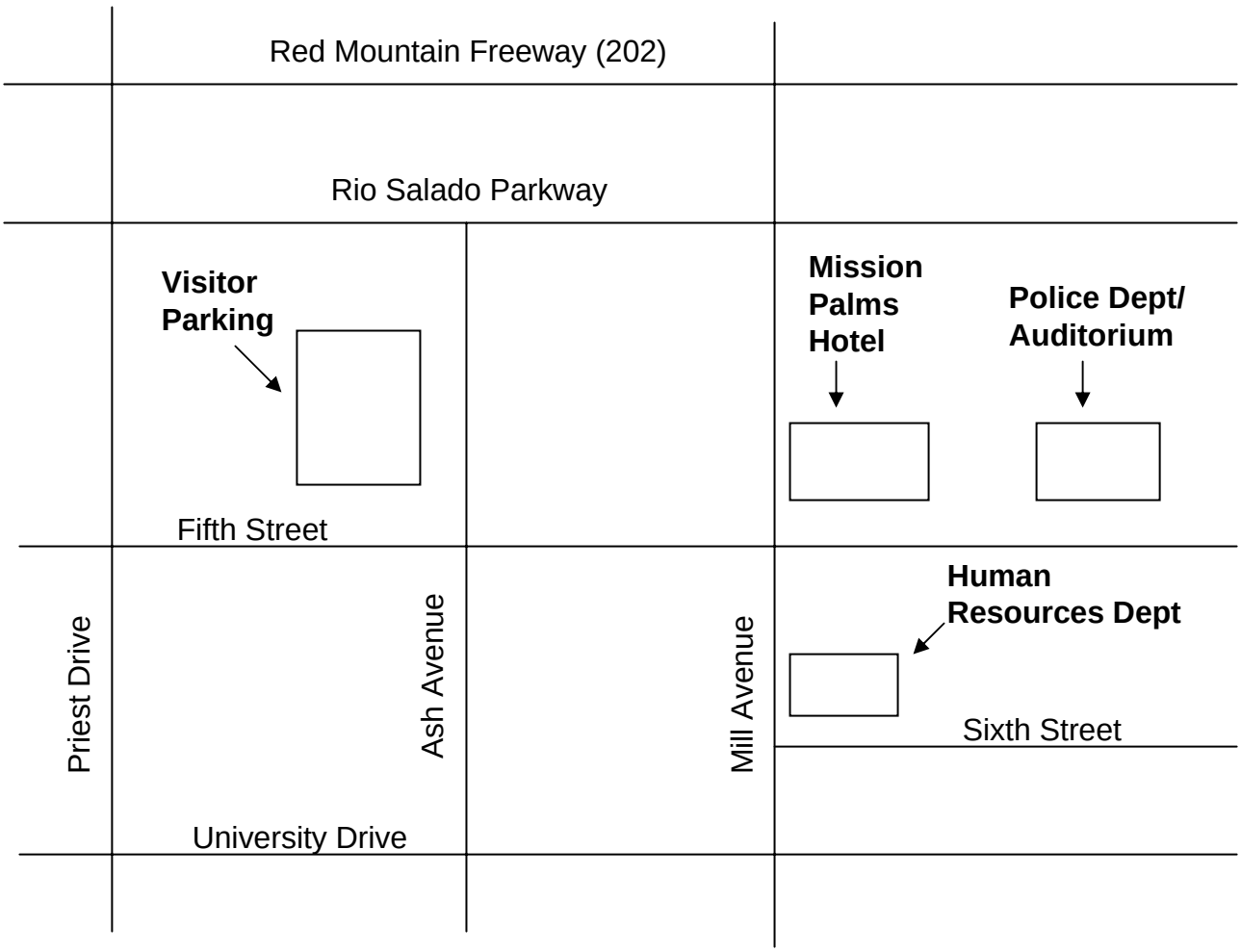
Police Auditorium

Police / Court Building

120 East Fifth Street

Tempe, Arizona

Parking is available in the parking lot located at Fifth Street and Ash Avenue. Entrance is off Farmer. **DO NOT** park in the lot east of the Police / Court building.



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Annual Entrance Salary: $45,432

Minimum age at time of application: 21
Requires graduation from high school or G.E.D. An associate's degree is preferred.
Must possess or be able to obtain a valid Arizona driver's license
Must be a United States Citizen
Requires completion of initial 18-week Police Training Academy if selected

TESTING PROCESS

Applicants who pass the written examination will be placed on an eligibility list and invited to participate in the physical fitness evaluation. You will be scheduled for your physical fitness evaluation at the written exam site. The Police Department will then use the eligibility list and the results of the physical fitness evaluation to invite candidates for other phases of the selection process, including a panel interview, polygraph, background investigation, psychological screening, and post-offer medical examination (including drug testing). Candidates will remain on the eligibility list for one year.

PHYSICAL FITNESS EVALUATION

The physical fitness evaluation consists of three events: push-ups, sit-ups (must complete the minimum number specified in chart below in one minute) and a 1.5 mile run. The standards listed are required by the Phoenix Police Recruit Academy. These events constitute an evaluation process designed to determine if the applicant is ready for the rigorous fitness program at the academy. Any individual who does not meet these standards will remain on the eligibility list.

Push-Ups (no modified push-ups (1 minute)	21
Sit-Ups (1 minute)	29
1.5 Mile Run	14:00

About the Physical Agility Testing

The physical agility test of which you are taking part is designed to test your ability to meet the minimum requirements to be successful at the Arizona Law Enforcement Academy. It is important to understand that in order to succeed in today's law enforcement; an individual must be physically fit. In order for you to be successful at the academy, a candidate must meet our qualifications for the physical agility test. ***The physical and mental demands at the academy are such that if you enter the academy without proper preparation, it will be a very difficult task for a candidate to succeed.***

The Physical Agility Test you are to perform is comprised of three components, the pushup, sit up and 1.5 mile run. These components test the following:

- Push-ups (21 in one minute) – Tests the individual's dynamic strength.
- Sit-ups (29 in one minute) – Also tests the individual's dynamic strength and gauges an individuals core strength and core strength endurance
- 1.5 mile run (14 minutes time limit) – Tests a person's cardio vascular endurance.

The Physical Agility Test required for your successful completion as a candidate to become a Tempe Police Officer Recruit is designed to test a candidates ability to meet the ***minimum*** qualifications. It does not guarantee your successful completion of the physical fitness demands at the academy. You are ***strongly encouraged*** to continue any fitness program you may have in place. Please obtain doctors approval before beginning any rigorous physical fitness program. The rigors of the academy are very strenuous. The fitness program at the academy begins at the 40th percentile. You must be able to perform in the 50th percentile by graduation. (The percentages are based on the Cooper Institute for physical fitness. The 40th percentile means that 60% of the population is performing at a better rate.)

City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / http://www.tempe.gov

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:
Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: Police Officer Recruit Recruitment Code (RC#): 1987

2. Name (Last, First, Middle Initial): _____

3. Social Security Number: _____

4. Mailing Address: _____
Street Address City State Zip

5. Phone Number: HOME: _____ WORK: _____

6. Driver's License (Number, State, Class): _____

7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No

8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)

   If you are a current City of Tempe employee, are you: ☐ Temporary? ☐ Regular?

   Have you completed your initial six (6) month probationary period? ☐ Yes ☐ No

9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: ☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary

11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492**:**

    - As a qualified or disabled veteran? ☐ Yes ☐ No *If yes, you must submit Form DD214, or certification from the Veteran's Administration.*
    - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? ☐ Yes ☐ No *If yes, you must submit Form DD214, or certification from the Veteran's Administration.*

12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? ☐ Yes ☐ No If Yes, indicate his/her **Name, Position, and Relationship to you**:

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ **NQ** ☐ **A** ☐ **B** ☐ **C** ☐ **Application Entered** ☐
HR Review ☐ _____ Date **Department Review** ☐ _____ Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? ☐ Yes ☐ No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			☐ Yes ☐ No	
			☐ Yes ☐ No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position***:

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

17. List computer software program(s) with which you are proficient in operating ***that relate to this position***:

18. List equipment with which you are proficient in operating ***that relate to this position***:

19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

20. **May we contact your current employer if you are considered for hire/promotion?** ☐ Yes ☐ No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: $ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
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Supervisor (Name/Title/Phone):	
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Hours Per Week:	Ending Wage: $ Per
Work Performed:	
Reason for Leaving:	

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain:

22. Have you ever been convicted of a ***misdemeanor*** or ***felony*** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

☐ Yes ☐ No If Yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

☐ By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.

AUTOMATIC DISQUALIFIERS

The City of Tempe Police Department and/or Arizona Post will automatically disqualify any individual who has at any time:

Been convicted of a felony or any offense that would be a felony if committed in Arizona.

Been dishonorably discharged from the United States armed forces.

Been previously denied certified status or has his or her current certified status revoked or under suspension.

Illegally sold, produced, cultivated, or transported marijuana for sale.

Illegally used marijuana for any purpose within the past three years.

Illegally used marijuana, dangerous drugs or narcotics other than for experimentation. The use of an illegal drug is presumed to be not for experimentation if:

1. The use of marijuana exceeds a total of 20 times or exceeds 5 times since the age of 21 years.
2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 5 times, or exceeds 1 time since the age of 21 years.

Illegally used marijuana while employed or appointed as a peace officer.

Used any hallucinogenic drug including hallucinogenic mushrooms (except during religious ceremonies). Hallucinogenic drugs also include LSD.

Illegally sold, produced, cultivated, or transported for sale any dangerous drugs or narcotics, other than marijuana.

Illegally used dangerous drugs or narcotics, other than marijuana, for any purpose within the past seven years.

1. Examples of a dangerous drug or narcotic drug would be, but is not limited to: Cocaine, crack, etc.; Methamphetamine (Crystal Meth or speed of any kind); Anabolic Steroids (after 1994), except prescription only or FDA approved over the counter preparations.

Illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.

Used or tried any narcotic or dangerous drug by injection.

Had a pattern of abusing prescription medication.

Convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate a disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three years.

Been previously employed as a law enforcement agent and since has committed or violated federal, state, or city laws pertaining to criminal activity.

Been convicted of any crime under a domestic violence statute.

Lied during any stage of the hiring process.

Falsified his or her questionnaire or application.

DISCRETIONARY DISQUALIFIERS

The following disqualifiers may, upon review by the Tempe Police Department, make you ineligible to become a City of Tempe Police Officer:

Unlawful sexual misconduct.

Excessive traffic violations.

DUI conviction or suspension of your Arizona driver's license as a result of a DUI.

Suspension of your Arizona driver's license or driving privileges from another state.

Commission of a felony.

Any discharge from the United States armed forces other than an honorable discharge.

A pattern of failing to meet financial obligations.

Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

An inability to perform the essential functions of a Police Officer.

I certify that I have read and understand the Automatic and Discretionary Disqualifiers associated with the City of Tempe's Police Department positions.

_____	_____	_____
Print Name	**Signature**	**Date**

Voluntary Employment Data Record

Completing this form is optional. This information will be filed separately from your application and will not be used for recruitment purposes.

Position Applied for: _____ **RC:** _____

Name: _____ **Date:** _____
Last First

Gender: ☐ Female ☐ Male

Disabled: ☐ Yes ☐ No

Ethnic Group:

- ☐ White
- ☐ Black
- ☐ Hispanic
- ☐ Asian
- ☐ American Indian
- ☐ Other

Age Group:

- ☐ 16 and under
- ☐ 17 – 20
- ☐ 21 – 29
- ☐ 30 – 39
- ☐ 40 +

Highest grade completed: _____

How did you hear about this position: _____