

MEMORANDUM

To: Applicant for Patrol Officer

From: Michael W. Field, Chief of Police

Subject: Application for Employment

Enclosed is your application packet for the position of Police Officer with the Bath Police Department. It is your responsibility to ensure that this application and all enclosures are properly completed and **submitted by 4:30 p.m. Friday, October 28, 2011.**

The ALERT Test is a State mandated test which must be successfully completed by you in order to become a police officer in the State of Maine. This test is also the first step in our hiring process and must be completed prior to October 28, 2011. You must call for an appointment for this exam. There is a required fee of \$50.00 paid to the Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989. You need to call the Maine Criminal Justice Academy at (207) 877-8000 to arrange your test date and site. This test is given on the first and third Wednesday of each month only. Testing sites are at Vassalboro and South Portland. Please contact this office when you receive an Alert test date, so that we may receive Academy verification of your successful completion of this requirement. No ALERT test score results will be accepted by the applicant over the telephone - all test results must be on academy forms.

The time for the Bath Police Physical Agility Testing is **tentatively** scheduled for Monday, November 14, 2011. You will be notified of the exact times, locations, etc. once your application has been reviewed.

If you have any questions about the hiring process, please contact the Bath Police Department at 443-8339.

LAW ENFORCEMENT CAREER OPPORTUNITY

The City of Bath has immediate openings for the position full-time Police Officer. The Bath Police Department (est. 1831) is a progressive community oriented law enforcement agency with a staff of 25, including 18 Police Officers. The Department serves a community of 9,000 permanent residents in Bath, a service center community for surrounding Midcoast towns. The City of Bath is also the home of Bath Iron Works shipbuilding, located on the banks of the Kennebec River.

Qualifications: High school graduate, at least 21 years of age, valid driver's license and a good driving record. Ability to pass an in-depth background check, psychological/polygraph exams and a physical agility test. All new employees are required to live within 30 minutes driving time of the City limits within 6 months of hire. Applicants must pass the Maine Criminal Justice Academy (MCJA) ALERT test with a minimum score of 45. Appointments may be made to take the ALERT test by calling MCJA at (207) 877-8000.

Benefits: 4 day work week, competitive fringe benefit package including 25yr - 2/3rds Maine State Retirement System, sick/vacation leave, college incentive pay, and increased pay for lateral entry. Opportunities include Neighborhood Officer Programs, Motorcycle and Bicycle Patrol Units, Honor Guard Unit, Marine Patrol, Criminal/Drug Investigation Unit. Entry level base pay is \$ 683.60 per week.

To Apply: Obtain application packets from the Bath City Clerk's or call 207-443-8332. Completed application forms must be received at the City Clerk's Office no later than 4:30 p.m. on Friday, October 28, 2011.

FMI: Contact the office of the Chief of Police at 443-8339.

***The City of Bath is an Equal Opportunity Employer.
The City of Bath reserves the right to accept or reject any application.***

City of Bath
Police Department
250 Water Street
Bath, Maine 04530



Michael W. Field, Chief of Police

Application for Employment
(An Equal Opportunity Employer)

Have you ever been employed by the City of Bath? Yes No

If yes, give the department and dates: _____ From: _____ To: _____

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time: Part Time: Shift work: Temporary:

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, explain: _____

Do you know of any reason that might disqualify you for appointment to the Police Department or prevent your full discharge of the duties of a position within this department.

Yes No

If yes, explain: _____

Education

Name and Address

Course of Study Years Completed Diploma

High School: _____

Undergraduate
 College: _____

Graduate
 School: _____

Other
 (Specify) _____

Indicate any foreign language you can speak, read and or write. *Check appropriate line.*

Language: _____	Speak:	Fluent	___	Good	___	Fair	___	Poor	___
	Read:	Fluent	___	Good	___	Fair	___	Poor	___
	Write:	Fluent	___	Good	___	Fair	___	Poor	___

Language: _____	Speak:	Fluent	___	Good	___	Fair	___	Poor	___
	Read:	Fluent	___	Good	___	Fair	___	Poor	___
	Write:	Fluent	___	Good	___	Fair	___	Poor	___

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Military Service Record

Were you in the Armed Forces? Yes ____ No ____

If yes, what branch? _____

Dates of Enlistments: _____ to _____

Describe any job related training received in the United States Military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, age, disabilities or other protected status.

1. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

2. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

3. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

4. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate/ Salary: Starting: _____ Final: _____

Work Performed:

List professional, trade, business, or civic activities and offices held.

Additional Information

Please list any specialized equipment you have been trained on.

1. _____
2. _____
3. _____
4. _____

State any additional information you feel may be helpful to us in considering you application.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes _____ No _____

References

1. Name: _____

Address: _____

City: _____ State: _____

Telephone#: _____

2. Name: _____

Address: _____

City: _____ State: _____

Telephone#: _____

3. Name: _____

Address: _____

City: _____ State: _____

Telephone#: _____

BATH POLICE DEPARTMENT ACCIDENT WAIVER

WHEREAS, _____, the undersigned has applied for employment as a Police Officer and has agreed to be tested for said position through the Bath Police Department Hiring Process, and;

WHEREAS, the above mentioned agency requires all applicants to take a physical agility test, and in consideration of the acceptance of my application for employment by the above agency and the administering of various test and procedures to process said application by the Bath Police Department, I do myself, my heirs, executors and administrators, certify to the Bath Police Department that I am in good health and know of no physical or medical reason why I should not take said physical test and I do release and discharge the Bath Police Department, it's officers, employees, servants and agents, of and from all claims, demands, actions and suits at law or in equity for and on account of any and all injuries, disabilities, physical and mental diseases, damages, losses and expenses that may be sustained by me now or hereafter as a result of my taking said agility test.

IN WITNESS WHEREOF, signed this _____ day of _____, 2011.

APPLICANT _____

WITNESS _____

BATH POLICE DEPARTMENT BACKGROUND CHECK AUTHORIZATION

I do understand that before concluding the assessment of my qualifications for the position of Police Officer with the Bath Police Department a background investigation will become necessary. I therefore authorize the City of Bath or it's agents to conduct such an investigation for this use involving such things but not limited to, driving history checks, criminal record checks, contacting agencies where I have been employed pertaining to performance, contacting personal references, and verifying educational attainment.

I hereby authorize all my present and previous employers or their successors and/or references to release and furnish information concerning my personal character, habits, or employment performances. I also authorize schools that I have attended to release and provide such records and information as may pertain to my attendance and performance.

Applicants Signature –Date

BATH POLICE DEPARTMENT

Applicant Physical Fitness Testing Procedures *40th Percentile Physical Fitness*

Test #1 Maximum Push-Ups Test

The applicant assumes the standard position for a push-up, which is the body rigid and back straight. Toes are tucked under and the hands are approximately should-width apart. The monitor places a 3-inch measuring device directly between and in line with the candidate's hands on the floor (should be under the sternum) under the subject performing the push-up. The applicant must keep the back and remainder of the body straight at all times. From this full extension, known as the up position, the applicant will lower the body towards the floor until the sternum touches the device. The applicant then pushes to the fully extended "up" position. This completes one repetition.

The applicant may rest in the up-position only. Females will not perform modified push-ups.

Scoring: The total number of correct push-ups.

Test #2 One-Minute Maximum Number Sit-Ups

The applicant starts by lying on their backs, knees are bent, heels are flat on the floor, and fingers are interlaced behind the head. A partner or monitor holds the feet down firmly. Heels should be close (12-18 inches) to the buttocks. Sit-ups are started in the up-position. Applicants' sit-ups are observed and counted out loud by the monitor as each sit-up is completed. The applicant performs as many correct sit-ups as possible in one minute. In the up position, the applicant should touch their elbows to the top of their knees or extend the elbows beyond the lower legs so that the upper body is completely upright. The applicant then returns to the down position or until the shoulder blades touch the floor. Any resting should be done in the up position.

Scoring: The number of properly executed sit-ups.

Test #3 1.5 Mile Run

The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, relatively level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, the assigned monitor will inform the applicant at the end of each lap the cumulative running time.

Scoring: The time it takes to finish the 1.5 miles.

Applicant Physical Fitness Standards

An applicant must score at the level provided in the following tables for each individual screening measure conducted. These norms only indicate the minimum required of an applicant to successfully complete this test. These standards are based upon the 40th percentile as established by the Institute for Aerobics Research in Dallas, Texas. Those applicants who do not meet the minimum standard will be dismissed from the process.

FITNESS TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One-Minute Sit-up	38	35	29	24	32	25	20	14
Push-Up Test	29	24	18	13	15	11	9	3
St & Reach Test	16 1/2	15 1/2	14 1/4	13 1/4	19 1/4	18 1/4	17 1/4	16 3/4
1.5 Mile Run	12:38	12:58	13:50	15:06	14:50	15:43	16:31	18:18