



Buxton Police Department
185 Portland Road
Buxton, Maine 04093
Business: (207) 929-6612
Fax: (207) 929-6609



Police Employment Application

Please Print Clearly

Applicants are considered for all positions without regard to race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry, or national origin.

Applicants must have the right to work in the United States, have a high school diploma or equivalent, a valid driver's license, and be in good physical and mental condition. Preferences will be given to post-secondary education, law enforcement experience and/or military experience.

Applicants for full-time officer will be required to pass a written exam (Alert Exam), a physical fitness test, an oral interview, personal background check, a polygraph exam, general physical and psychological exams, and an interview with the Chief of Police.

Applicants for full-time officer must submit a copy of their successfully completed MCJA Alert exam results and a copy of their successfully completed physical fitness test (PFT) administered by the MCJA. In order to accept the application, the PFT must have been completed within the year prior to the application. The PFT may be required to be updated prior to hiring. It will be the responsibility of the applicant to submit updated results.

Applicants must submit a completed application form. Please attach a cover letter and resume. Failure to complete all sections and sign the certification will result in delay or non-consideration of your application. Please attach additional pages if more space is necessary to fully answer a question.

Completed applications must be mailed or delivered to the Buxton Police Department at 185 Portland Road Buxton, Maine, 04093, attention to the Chief of Police.

A. GENERAL INFORMATION

1. Name: _____

Physical Address: _____

City/State/Zip: _____

Mailing Address: _____

(If different than physical): _____

Telephone Home: _____

Cell: _____

Work: _____

E-mail: _____

Social Security #: _____

2. Other names by which you have been known (e.g., nickname, maiden name): _____

3. Are you a United States Citizen? Yes No

4. Have you submitted an application to the Town of Buxton Police Department in the past?

Yes No

5. Do you have any health defects or physical handicaps which may prevent you from adequately performing the duties of this position?

Yes No

6. Do you object to the inquiry of your present employer in regard to your character, work record, abilities, or qualifications? Yes No

B. EMPLOYMENT HISTORY

7. Beginning with your present (or most recent) employment, list all jobs that you have held in the past ten (10) years, including part-time, temporary, seasonal and self-employment.
(This following page may be copied, if necessary)

From: _____ To: _____ Full-Time Part-Time

Employer: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Job Title: _____

Average Hours Per Week: _____ Weekly Pay: _____

Supervisor: _____ Coworker: _____

Reason for Leaving: _____

May we contact this employer? Yes No

From: _____ To: _____ Full-Time Part-Time

Employer: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Job Title: _____

Average Hours Per Week: _____ Weekly Pay: _____

Supervisor: _____ Coworker: _____

Reason for Leaving: _____

May we contact this employer? Yes No

From: _____ To: _____ Full-Time Part-Time
Employer: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Job Title: _____
Average Hours Per Week: _____ Weekly Pay: _____
Supervisor: _____ Coworker: _____
Reason for Leaving: _____
May we contact this employer? Yes No

From: _____ To: _____ Full-Time Part-Time
Employer: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Job Title: _____
Average Hours Per Week: _____ Weekly Pay: _____
Supervisor: _____ Coworker: _____
Reason for Leaving: _____
May we contact this employer? Yes No

From: _____ To: _____ Full-Time Part-Time
Employer: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Job Title: _____
Average Hours Per Week: _____ Weekly Pay: _____
Supervisor: _____ Coworker: _____
Reason for Leaving: _____
May we contact this employer? Yes No

8. Have you ever been terminated or asked to resign in lieu of termination? Yes No
If yes, please explain:

9. Have you ever served in the United States military? Yes No

If yes, date of service: From: _____ To: _____

Branch of Service: _____

Unit Designation: _____ Highest Rank Held: _____

Military Service #: _____ Type of Discharge: _____

Describe any military training received relevant to law enforcement:

C. EDUCATION

10. Name of High School: _____

Did you graduate from high school? Yes No

If not, have you passed the GED exam? Yes No

Highest grade of high school completed: (circle one)

09 10 11 12

11. Advanced Degrees:

List any schools attended, starting with the most current, stating the number of years completed, and degree earned, if any:

School	# of Years	Degree

12. Have you ever been subject to any disciplinary action, such as scholastic probation, suspension, or expulsion, during your scholastic career? Yes No If yes, please explain:

13. List any extracurricular activities that you think helped prepare you to become or gave you skills that will be useful:

D. SPECIAL SKILLS/QUALIFICATIONS

14. List any special license you hold (e.g., pilot, radio operator, SCUBA, etc.), including licensing authority, date of issue and date of expiration:

15. If you are fluent in a foreign language (or sign language), indicate the language and degree of fluency (excellent, good, and fair):

Language	Reading	Speaking	Comprehension	Writing

16. List any other special skills, work experience, training, or qualifications you possess that you think will be beneficial:

E. CRIMINAL BACKGROUND/MOTOR VEHICLE HISTORY

17. Have you ever been convicted or plead “guilty” or “no contest” to a crime?

Yes No If yes, please explain below:

Crime	Police Agency/State	Date

Further Details: _____

18. Have you ever committed an illegal act or done anything that would have been considered unlawful if caught? Yes No If yes, please explain:

19. Have you ever failed a background investigation in the past? Yes No

If yes, when? _____ To Whom did you apply? _____

20. Has your driver's license ever been suspended or revoked (in any state)? Yes No
If yes, please explain:

21. List any court action to which you have been a party, including divorce:

22. List all states in which you have resided or held a driver's license:

F. **PERSONAL DATA**

23. Are you eligible to be lawfully employed in the United States? Yes No

(Proof of citizenship or immigration status will be required upon employment)

24. List all individuals with whom you have resided during the past five (5) years, excluding family members: _____

25. List any family members presently employed by the Town of Buxton in any capacity (including spouse, children, siblings, uncles, aunts, nephews, nieces, and any of the same related as in-laws, step-relations, or half-relations): _____

26. In what activities do you participate to keep yourself in good physical condition? _____

27. List any activities in which you regularly volunteer: _____

28. Have you ever applied to carry a concealed weapon? Yes No
If yes, when? _____ Where? _____

29. List any organization in which you have been a member, excluding memberships that would reveal your race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin or other protected status:

Name & Address	Type (social, fraternal, professional, etc....)	From	To

30. State any additional information that you would like us to consider:

31. List any/all Social Media Accounts and their Usernames if applicable:

G. **REFERENCES**

32. List five (5) personal references who know you well enough to provide current information about you, excluding relatives and former employers:

Personal Reference 1

Relationship: _____

Years known: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Business Address: _____

City/State/Zip: _____

Telephone: Home: _____ Work: _____

Personal Reference 2

Relationship: _____

Years known: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Business Address: _____

City/State/Zip: _____

Telephone: Home: _____ Work: _____

Personal Reference 3

Relationship: _____

Years known: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Business Address: _____

City/State/Zip: _____

Telephone: Home: _____ Work: _____

Personal Reference 4

Relationship: _____

Years known: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Business Address: _____

City/State/Zip: _____

Telephone: Home: _____ Work: _____

Personal Reference 5

Relationship: _____

Years known: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Business Address: _____

City/State/Zip: _____

Telephone: _____ Home: _____ Work: _____

33. List five (5) work references that are qualified to describe your abilities, character, and fitness for the job of Police Officer:

Work Reference 1

Name: _____

Employer: _____

Business Address: _____

City/State/Zip: _____

Telephone: Work: _____

Work Reference 2

Name: _____

Employer: _____

Business Address: _____

City/State/Zip: _____

Telephone: Work: _____

Work Reference 3

Name: _____

Employer: _____

Business Address: _____

City/State/Zip: _____

Telephone: Work: _____

Work Reference 4

Name: _____

Employer: _____

Business Address: _____

City/State/Zip: _____

Telephone: Work: _____

Work Reference 5

Name: _____

Employer: _____

Business Address: _____

City/State/Zip: _____

Telephone: Work: _____

H. CERTIFICATION

34. Applicants must read and sign below prior to submitting this application.

I certify that the information in this application, supplement and all attachments is true and complete. I understand and agree that false statements, misrepresentations, or omissions of information in this application and any supplements and attachments, may result in rejection of this application, removal from an eligibility list, or, if hired, dismissal of employment.

The Buxton Police Department is expressly authorized to investigate all statements contained in this application, supplement, or attachments. I consent to the release of information about my ability and fitness for employment by current and previous employers, schools, law enforcement agencies, and other individuals and organizations to investigators, recruiters, and other authorized employees of the Buxton Police Department. Further, I authorize the Buxton Police Department to conduct an investigation into my background, which may include, but is not limited to, a consumer report, social security number verification and credit check; criminal background check; sex offender registry check and driving records check, if applicable. I understand and agree that this background investigation also may include written evaluations, oral boards, or polygraph, and upon a conditional offer of employment, psychological examination, medical examination, drug screen, agility or skill evaluation and other appropriate investigations. I understand and agree I may be disqualified from further consideration should I fail any of the testing or background processes. I hereby release, hold harmless, and indemnify you, your organization; to include officers, agents, and employees, both individually and collectively and all others, from liability or damages of any kind, including all costs and attorney fees incurred for the furnishing of the information described above.

Name	DOB	SSN
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Address	City	State/Zip
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Telephone	Other Phone
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Signature	Date
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Notarized by	Date
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Seal (if applicable):	Commission Date:
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