

APPLICATION FOR EMPLOYMENT- POLICE DEPARTMENT PART 1



Human Resources
PO Box 429; Biloxi, MS 39533
Telephone: (228) 435-6259
Fax: (228) 435-6409
Email: biloxihr@biloxi.ms.us
<http://biloxi.ms.us>

IMPORTANT NOTICE: *Application must be typewritten or clearly printed. All questions MUST be answered. If a question is not applicable, please state. APPLICATIONS THAT ARE NOT COMPLETE AND LEGIBLE WILL NOT BE ACCEPTED. If the space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. It is the responsibility of the applicant to notify the Human Resources office of any address and/or phone number change.*

All applicants must attach items 1 through 4 (if applicable)

- 1. A recent picture of yourself (attach to page 6)
- 2. A photocopy of your birth certificate
- 3. If a naturalized citizen, provide proof for verification to Human Resources of Naturalization papers.
- 4. A photocopy of your driver's license

LATERAL applicants must also attach the following:

- 1. A written request for transfer to the Biloxi Police Department
- 2. Proof of successful completion of a Civil Service examination
- 3. Proof of meeting Mississippi Minimum Standards

IMPORTANT NOTICE: *A complete background investigation will be conducted and will include a Polygraph/Computerized Voice Stress Analysis (CVSA) and a psychological profile. All offers of employment will be conditioned on a medical examination and inquiry, including a drug/alcohol screening test.*

The City of Biloxi is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national origin, or veteran or disability status.

Personal Information

Full Name:

First

Middle

Last

Give any names you have used or have been known by, including maiden name, and attach under what circumstances these names were used:

Social Security #: _____ - _____ - _____ Driver's License # _____ State _____

Address: _____

Number Street

City

State

Zip

Phone Number: Primary (_____) _____ Business: (_____) _____

Other: (_____) _____ Email: _____

Weight: _____ lbs. Height _____ feet _____ inches

Date of Birth: Date ____/____/____

Place of Birth: _____

City State County

Marital Status: _____

Are you a resident of Mississippi? _____ Yes For how long? _____
_____ No

Are you a citizen of the United States? _____ Yes For how long? _____
_____ No

If you have been naturalized: Date ____/____/____ Certificate #: _____

Are you a registered voter? _____ Yes County and State _____
_____ No

Education

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18+

High School Diploma or GED (circle one): Yes Date ____/____/____
 No

Name of high school	Location (mailing address)	Dates		Special course(s) pursued	Date diploma received
		From	To		

Name/mailing address of college or univ. attended	Credits received		Field of study		Dates attended		Type of degree and date obtained
	QTR.	SEM.	Maj./Hrs	Minor/Hrs	From	To	
<i>Undergraduate</i>							
<i>Graduate</i>							
<i>Miscellaneous</i>							

Were you ever dismissed from a school or were any disciplinary actions (including scholastic probation) ever taken against you during your scholastic career?

Yes _____
School Date Type of Action

No

Current Employment Information

Current Employer: _____ Supervisor: _____

Address of Current Employer: _____
Number City State Zip

Business Phone: (____) _____ Supervisor Email: _____

Salary: _____ Date Employment Began: ____/____/____ Date Separated: _____

- Full Time
- Part Time

Job Duties: _____

Reason for leaving: _____

Have you ever been dismissed, asked to resign, or resigned pending disciplinary action from any employment or position you have held?

____ Yes
Employer Date

____ No
Reason

List below every Civil Service competitive examination you have taken (if none, please state):

<u>Agency</u>	<u>Date of Exam</u>	<u>Position</u>	<u>Pass/Fail</u>	<u>Status</u>

Are you currently on any police hiring eligibility list?

____ Yes

____ No

Certification

PLEASE READ CAREFULLY

The City of Biloxi is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national origin, veteran or disability status.

I certify that all information provided on this application is true, complete, and correct to the best of my knowledge. *Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or in the event of employment, grounds for discharge.*

In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures set forth by the City of Biloxi and its departments. The position for which I may be selected shall be evaluated for approximately one (1) year during which period, the position may be abolished or my employment may be terminated at the sole discretion of the Mayor. Notwithstanding the preceding sentence, the term of employment for all employees shall be in accord with all applicable laws, rules and regulations.

I understand that as a condition of employment, I will be required to undergo a physical examination, which includes drug/alcohol screening. I also understand and agree that, if employed, I may be requested to submit to a drug/alcohol screening on a routine or neutral selection basis at any time following thirty (30) days after the City of Biloxi receives the results of such pre-employment drug/alcohol tests.

I understand that after my employment commences with the City of Biloxi, I may be required to submit to drug/alcohol screening if there is a reasonable suspicion that I have utilized alcohol or controlled substances in a manner prohibited by the City of Biloxi's Drug and Alcohol Free Workplace Policy.

I hereby consent to having the results of all drug and/or alcohol screening/testing disclosed to the City of Biloxi. I also understand that any refusal to consent to such screening/testing is justification for refusal of employment, or in the event of employment, grounds for discharge.

Printed Name

Signature

Date: ____/____/____

Applicant's Affidavit

**ALL APPLICANTS
Attach an unmounted
Full-face photograph of
yourself (approx. 2.5" x 2.5")**

**APPLICATION WILL NOT BE
ACCEPTED WITH OUT A
PHOTOGRAPH**

**ALL RECORDS SUBMITTED BECOME THE
PROPERTY OF THE CITY OF BILOXI**

I understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation and I am aware that willfully withholding information or making false statements on this application will be the basis for dismissal from the City of Biloxi and I agree to these conditions.

Signature of Applicant

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the undersigned authority in and for said county and state, the within named _____ who, being by me first duly sworn, states upon his/her oath that the matters and things set forth in the above and foregoing application for employment are true and correct as therein stated.

SIGNATURE OF APPLICANT

Sworn to and subscribed before me this _____ day of _____, 20_____.

NOTARY PUBLIC

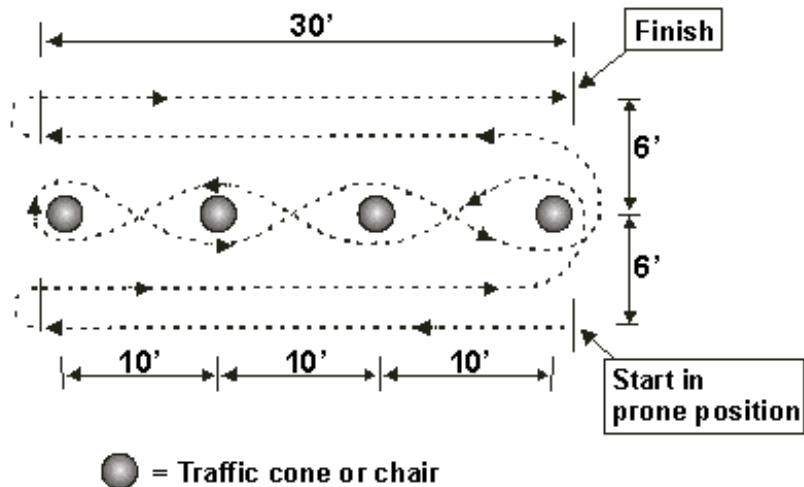
My Commission Expires:

Biloxi Police Department Entrance Examination Physical Agility Test

The candidate shall be required to successfully complete all four (4) of the below listed items:

Event I is the “Agility Run”.

1. Candidate starts to the left of the cones in a **prone position** (as with a push-up start), chest, hips, thighs on the ground, toes curled under **with the fingertips and chest** (at the nipple-line) on the starting line.
2. "Ready-go" command, Watch starts on "GO"
3. Candidate pushes up, sprints to opposite end line. Foot must break the plane of the line. Candidate returns to the start line, makes a turn around the start line cone, then weaves a figure eight down the four cones and weaves back to the start line cone. After running around the start line cone, the candidate makes yet another turn and sprints back to the far line, returning directly to the start line cone
4. Clock stops when any part of the candidate's body crosses the line. Time is recorded to the nearest 1/10th second.
5. The test consists of two parallel lines 30' apart. With two end cones centered on each end line and two more centered one each 10 feet from each end line.
6. Each candidate is allowed **two (2) attempts** at the run to record his or her best time. There will be at least a one minute rest between attempts. Any mistake will result in a restart. In each of the two attempts, the candidate is allowed **two (2) mistakes**. **Upon the third mistake, no time will be recorded for the event, resulting in a failure of this event.**
7. **THIS TEST SHALL BE COMPLETED ONLY IN COURT/TENNIS OR CROSS TRAINING TYPE SHOES AND NOT IN RUNNING SHOES DUE TO SAFETY RELATED CONCERNS FOR LATERAL STABILITY.**



Age Groups >	20-29		30-39		40-50+	
Score	Male	Female	Male	Female	Male	Female
Agility Run	(maximum allowed times for each group measured in seconds)					
100%	15:90	17:80	16:40	18:90	17:35	20:55
70%	18:60	21:10	19:10	22:20	20:05	23:85
50%	20:40	23:30	20:90	24:40	21:85	26:05

Event II is the “Push-Up” test. The push-ups are done in a two (2) minute time period. The proper push-up position and form for the candidate is hands on the ground, feet together and arms fully extended. No other part of the body may touch the ground. The candidate shall commence in the exercise by placing his or her chest on the instructor's fist or a four inch (4”) foam block. The candidate may rest during the two (2) minutes in the up position only, he or she may arch their back up or down, but must resume a proper push-up position before continuing with the exercise. Feet must stay within body width. Back must stay straight. Elbows must be fully extended at up position. Chest (not clothing only) must touch fist or block in down position. Lying on floor between or during pushups is not allowed. The instructor may inform the candidate when the time remaining reaches the one minute mark and the thirty (30) second mark. Push-up must be completed fully and properly to count. If any of the above rules are not followed by a candidate, the instructor will terminate the exercise and grant the previously completed number of pushups to the candidate.

THE CANDIDATE SHALL COMPLETE PER CHART BELOW, MEETING THE ABOVE PROTOCOL (50% MINIMUM).

Age Groups >		17-21		22-26		27-31		32-36		37-41		42-46		47-51		52 +		
Score		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Push-Ups																		
(minimum required		100%	82	58	80	56	78	54	73	52	72	48	66	45	62	41	56	40
in a two minute		70%	52	28	50	26	48	24	43	22	42	18	36	17	32	13	26	12
time limit)		50%	32	13	30	11	28	10	23	9	22	8	18	7	17	6	12	6

Event III is the “Sit-Up” test. The sit-ups are done in a two (2) minute time period. Candidate lies on ground, and bends knees at 90-degree angle, putting feet flat on floor. Fingers of hands are interlaced and placed behind head or arms crossed at the upper chest. (Which ever method is used that must be used throughout the test) Neck is to remain neutral (not pulled forward) during sit-ups. Partner anchors feet. Candidate may rest in the up position only. Start in down position. Candidate touches elbows to knees and returns to down position to complete one sit-up. Shoulders must touch the floor in the down position. Candidate must keep all fingers interlaced and touching the back of the head throughout sit-up or keep crossed arms in contact with the upper chest. Candidate may not lift buttocks off floor during sit-up. Elbows must touch knees. Crunches are not allowed and will not be counted.

THE CANDIDATE MUST PERFORM TWELVE (12) BENT KNEE SIT UPS, MEETING THE ABOVE PROTOCOL

Event IV is the “1.5 Mile Run”. Candidates will run a measured one and a half (1½) mile course. The 1.5 mile run is administered on a track or relatively flat measured course. The one and a half (1½) mile run may only be attempted once by each candidate.

THE CANDIDATE SHALL COMPLETE THIS EVENT PER THE FOLLOWING CHART (50% MINIMUM)

Age Groups >		20-29		30-39		40-50+		
Score		Male	Female	Male	Female	Male	Female	
1.5 Mile Run								
(maximum allowed		100%	9:00	10:48	10:00	12:00	11:00	13:12
times for each group		70%	14:30	17:18	15:30	18:30	16:30	19:42
measured in minutes)		50%	18:10	21:38	19:10	22:50	20:10	24:02

I, _____ do hereby certify that I have received a copy of the physical agility requirements for the entrance examination for police officer in the Police Department of the City of Biloxi. Furthermore, my signature on this form certifies that I fully understand that failure to complete any one (1) of the listed items disqualifies me from the competition and further consideration for a position as police officer at this time.

SIGNED: _____

DATE: _____

Overview of Salary and Benefits Offered

PATROL OFFICER: Entry Level **\$38,546.00** Lateral **\$45,009.00**

MUST BE 21 YEARS OF AGE.

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances and related work as required.

*Annual or Vacation Leave

Annual Leave is earned and accumulated upon completion of one month of continuous service.

Each full-time permanent and appointed employee of the City of Biloxi shall earn annual leave as follows:

<i>1 month to 3 years</i>	<i>18 days per year (based on 8 hour days)</i>
<i>37 months to 8 years</i>	<i>21 days per year (based on 8 hour days)</i>
<i>97 months to 15 years</i>	<i>24 days per year (based on 8 hour days)</i>
<i>Over 15 years</i>	<i>27 days per year (based on 8 hours days)</i>

*Sick Leave

All full time employees accumulate 6.5 hours of sick leave per month beginning upon completion of two months of service.

*Medical, dental and vision insurance available to full time employee and their eligible dependents at a low monthly cost.

When a full time employee has satisfied 60 days of service, coverage will begin on the first day of the following month.

*Life/AD&D Insurance

One (1) times employee's base salary (minimum \$25,000) which includes Accidental Death and Dismemberment for full time employee, \$5,000.00 for spouse, and \$5,000.00 for children over six (6) months old of full time employee.

*Up to twelve (12) paid holidays per year if scheduled to work:

<i>New Year's Day</i>	<i>Labor Day</i>
<i>Dr. Martin Luther King Jr. Day</i>	<i>Veterans Day</i>
<i>Mardi Gras Day</i>	<i>Thanksgiving Day</i>
<i>Good Friday</i>	<i>Friday after Thanksgiving</i>
<i>Memorial Day</i>	<i>Christmas Eve</i>
<i>Fourth of July</i>	<i>Christmas Day</i>

*Retirement (Public Employee's Retirement System of MS)

*Civil Service (Full time employee)

*Educational Incentive Pay (Full time employee)

Full-time employees with at least one year of full-time service with the City may be entitled to education benefit pay, upon application on their one year anniversary date:

- 1. Associate Degree or the equivalent of at least 64 semester hours of credits. . \$ 50.00/mo.*
- 2. Bachelor's Degree \$100.00/mo.*
- 3. Master's Degree \$150.00/mo.*
- 4. Doctorate or Juris Doctorate Degree..... \$200.00/mo.*

*Tuition Assistance (Full time employee)

*Take Home Car

After one year of full-time service, police officers may be entitled to be assigned a take home car.

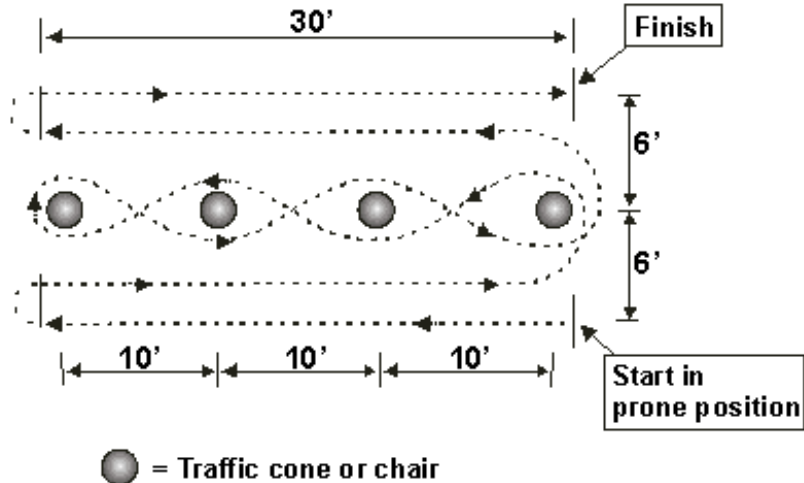
**The benefits offered do not constitute an employment agreement between the employer and the employee and is subject to change by the employer.*

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APPLICANT COPY