

APPLICATION FOR EMPLOYMENT- POLICE DEPARTMENT



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.

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:

Polygraph/Computerized Voice Stress Analysis (CVSA) Examination

The undersigned applicant understands and agrees to voluntarily submit to an examination by a professional polygraphist or a police investigator trained in voice stress analysis prior to being accepted for employment with the City of Biloxi.

The undersigned person also understands and agrees that he or she will voluntarily submit to examination by polygraph and/or voice stress analysis at any time during their employment with the City of Biloxi.

*The undersigned person also understands and agrees that the results of any such examination given will **ONLY** be considered for administrative or Police Department purposes relating to their employment with the City of Biloxi.*

The undersigned person further agrees and understands to release, absolve and forever hold harmless the City of Biloxi, its officers, agents and employees and the professionals conducting the examinations, from liability resulting from the operation of the equipment or use of the result obtained therefrom. This also applies to any and all suits, actions, or causes of actions at law, claim, demand, or liability which the undersigned, his or her successors, assigns, heirs, executors, or administrators have now or may ever have resulting directly, indirectly, or remotely from the undersigned person having taken said polygraph examination.

SIGNATURE

WITNESS

DATE

TIME

City of Biloxi Authorization for Release of Information Agreement

Read the following release form carefully and enter your signature, current address, telephone number, date of birth, social security number, and the date in the designated space. **This form must be notarized.**

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Biloxi Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Biloxi Police Department bearing this release to obtain any information in your file pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review and full disclosure of all records, or any part thereof concerning myself, by and to any duly authorized agent of the Biloxi Police Department, whether such records are of public, private, investigative, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life. This authorization is for the specific purpose of pursuing a background investigation that may provide pertinent data for the Biloxi Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me: work record, background and reputation, military service records, educational records, financial status, criminal history record including any arrest records, any information contained in investigation files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph or CVSA examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of the organization, 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 compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Biloxi Police Department regardless of any agreement I may have made with you previously to the contrary. The Public Safety organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

City of Biloxi Authorization for Release of Information Agreement continued

For and in consideration of the Biloxi Police Department acceptance and processing of my application for employment, I agree to hold the Biloxi Police Department, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Biloxi Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive these rights with the understanding that information furnished will be used by the Biloxi Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of two years from the date of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fee, arising out of or by reason of complying with this request.

Print Name: _____

Signature: _____

Current Address: _____

Email: _____

Date of Birth: _____ Social Security #: _____

Home Phone Number: _____ Work: _____

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the undersigned authority in and for said county and state, the within named _____ who acknowledged to me that he/she signed and delivered the above foregoing waiver on the date therein mentioned and for the purpose therein expressed. Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

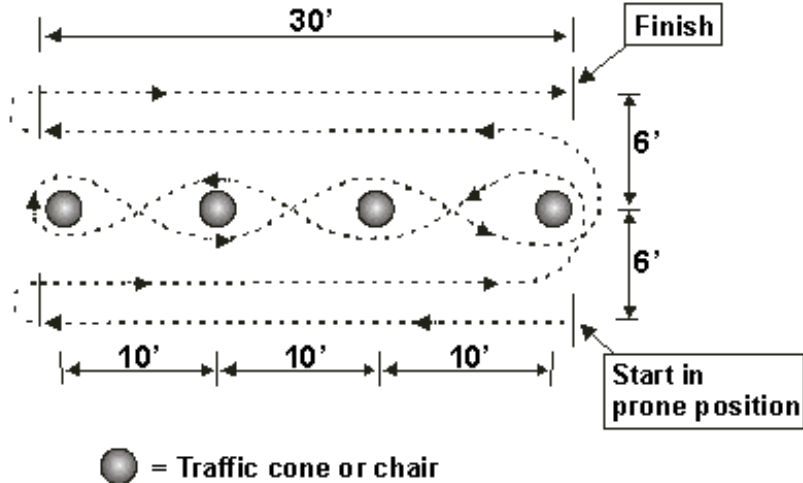
My commission expires:

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 in a two minute time limit)	100%	82	58	80	56	78	54	73	52	72	48	66	45	62	41	56	40
	70%	52	28	50	26	48	24	43	22	42	18	36	17	32	13	26	12
	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 times for each group measured in minutes)	100%	9:00	10:48	10:00	12:00	11:00	13:12
	70%	14:30	17:18	15:30	18:30	16:30	19:42
	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:

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

***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.

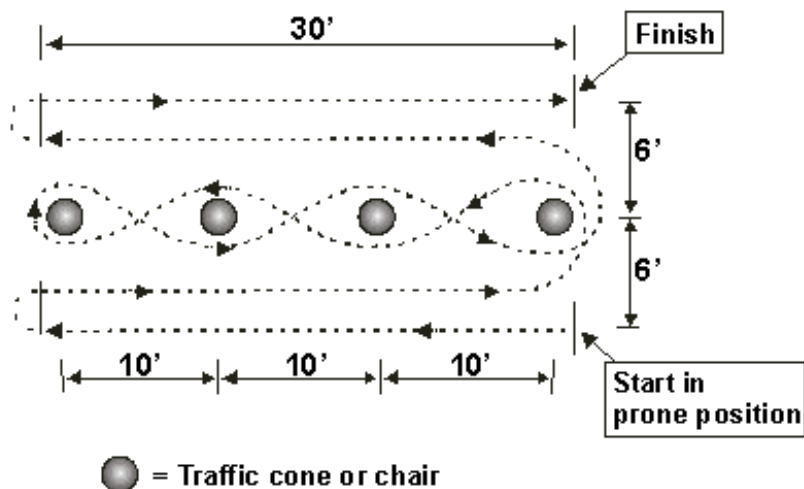
**The benefits offered do not constitute an employment agreement between the employer and the employee and is subject to change by the employer.*

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APPLICANT COPY