



## MARYSVILLE DEPARTMENT of PUBLIC SAFETY

1355 Delaware Ave. Marysville Michigan 48040-1568

Police (810) 364-6300

*Protecting Your Future*

Fire-EMS (810) 364-6611

Is now accepting applications for the position of:

### **Public Safety Officer**

**Closing Date:** Open until filled

The City of Marysville is seeking qualified applicants who are highly motivated and career oriented for the position of Public Safety Officer.

The department serves a population of approximately 10,000 residents within an 8 square mile area in St. Clair County.

#### **Minimum Qualifications:**

- Be 21 years of age
- High school graduate or have a G.E.D.
- Have no felony convictions; misdemeanors will be considered on a case-by-case basis
- Possess a valid Michigan driver's license and a very good driving record
- Michigan Commission on Law Enforcement Standards certified or certifiable
- Michigan Emergency Medical Technician – Basic License (or willingness to obtain)
- Be a U.S. citizen
- Successfully complete all phases of the selection process

#### **Desirable Qualifications:**

- College Degree and/or Military Veteran
- State of Michigan Paramedic License
- State of Michigan Firefighter II
- NIMS 100, 200, 700 & 800
- Advanced Law Enforcement Training

#### **Summary of Duties:**

Full-time position, Public Safety Officers perform responsible law enforcement which includes but not limited to the enforcement of all laws and ordinances, prevention, detection and investigations of crime, response to medical emergencies and operation with the department advanced life support ambulance. Must exhibit an emphasis on community policing, while maintaining a strong positive image for the Department.

#### **Application Process:**

Applicants should submit a letter of interest and resume to the Chief. Applicants must submit a department employment application and copies of current certifications. Application materials can be obtained in person, or may be downloaded from our website at [www.cityofmarysvillemi.com](http://www.cityofmarysvillemi.com). Not all applicants will be contacted for an interview.

City of Marysville is an Equal Opportunity Employer.

**[www.cityofmarysvillemi.com](http://www.cityofmarysvillemi.com)**



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## A NOTICE TO EMPLOYEES AND APPLICANTS

### AUTHORIZATION FOR BACKGROUND CHECK

I hereby request and authorize that the City of Marysville be furnished with any and all information they may request concerning my work record, educational history, military record, financial, criminal record and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment with the City of Marysville.

### A CONSUMER CREDIT REPORT MAY BE OBTAINED.

In accordance with the Fair Credit Reporting Act, Public Law 91-508 as amended, the Consumer Credit Reporting Reform Act, Public Law 104-208 as amended, and applicable state law, this notice is to inform you that a consumer credit report may be obtained as part of your application for employment or during employment. If obtained, this consumer credit report may be used in making decisions concerning your application for employment and/or your employment status with the City of Marysville.

I hereby release the City of Marysville from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my employment suitability and/or to consider continued employment with the City of Marysville.

Printed Name: \_\_\_\_\_

Drivers License: \_\_\_\_\_

Social Security: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

**Applications are retained for 1 year within Department**

## PERSONAL INFORMATION

Name \_\_\_\_\_ SSN \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO. ( ) ARE YOU 18 YEARS OR OLDER?  Yes  No

## EMPLOYMENT DESIRED

POSITION / DEPT \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?  
 ARE YOU EMPLOYED NOW? \_\_\_\_\_

PRIOR EMPLOYMENT WITH THE CITY? \_\_\_\_\_ DEPT? \_\_\_\_\_ WHEN? \_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS	*DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE: mm/yyyy	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM ----- TO				
FROM ----- TO				
FROM ----- TO				

## REFERENCES: (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

**CERTIFICATION:** By submitting this application and any attachments, the applicant named above certifies that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the City of Marysville; or if hired, may be grounds for termination. Previous employers may be contacted for verification of employment history. By submission of this application, I am authorizing the City of Marysville to conduct a criminal history check as part of the pre-employment screening process.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**EMPLOYMENT HISTORY**

Have you ever been talked to, interviewed, or suspected by an employer of any crime in the workplace? Yes  No

Have you ever been talked to, interviewed, or suspected by an employer of any form of workplace harassment (inappropriate sexual behavior, sexual harassment, ethnic harassment) or workplace violence (threatening behavior or assaultive behavior)? Yes  No

Have you ever been fired, asked to resign in lieu of termination, or decided to resign during an inquiry into your behavior from any place of employment? Yes  No

If "Yes" to any of the above, please give the details (include when, where, and the circumstances – use a separate sheet if necessary). Attach all related police reports and court documents.

Have you ever been an unsuccessful candidate for a law enforcement position (either volunteer or paid) because you did not meet the background requirements or other non-medical employment qualification? Yes  No

If "Yes," please give the details (include when, name of agency or academy and the circumstances):

Please list your previous employers for the last 10 years (current or most recent first). Be specific for the reasons for leaving (resignation in good standing; resignation prior to discipline or termination; termination for violation of rules/policies/law; promoted; reassigned; etc.). Include life-time employment history (paid or volunteer) with any law enforcement agency. Use a separate sheet of paper if necessary.

Employer Name	Address	Position Held	Dates	
			From	To
<b>Supervisor to Contact</b>	<b>Telephone Number</b>	<b>Reason for Leaving</b>		

Employer Name	Address	Position Held	Dates	
			From	To
<b>Supervisor to Contact</b>	<b>Telephone Number</b>	<b>Reason for Leaving</b>		

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Employer Name	Address	Position Held	Dates	
			From	To
<b>Supervisor to Contact</b>	<b>Telephone Number</b>	<b>Reason for Leaving</b>		

**MILITARY SERVICE**

Applicants with prior military service should submit a copy of their DD Form 214 with their application to the academy or with their application to the MCOLES Recognition of Prior Training and Experience program.

Have you ever served in the armed forces, National Guard, or military reserves?      Yes       No

If "Yes", have you ever been the subject of any judicial or non-judicial disciplinary action, or discharged for less than honorable service?      Yes       No

If "Yes", please give the details (include branch of service, when, where, and the circumstances):

**MOTOR VEHICLE OPERATION**

Please list all traffic citations (exclude parking violations) you have received: (Attach a separate sheet if necessary)

APPROXIMATE DATE	NATURE OF VIOLATION (Initial Cause for Stop, Charge or Citation)	TICKETED Y/N	JURISDICTION/AGENCY WHERE VIOLATION OCCURRED	DISPOSITION (Final Disposition - Fine, Points, Probation, Other)

Do you currently have active violation points on your driver's license?      Yes       No

If "Yes", how many points do you have?      \_\_\_\_\_ pts

Has your driver's license ever been denied, suspended or revoked in this state or any other state, the District of Columbia, a possession or territory of the U.S., or Canada?      Yes       No

If "Yes", please provide the details (what, when, where, and why):

Do you currently have any *restrictions* placed on your driver's license?      Yes       No

If "Yes", please explain (nature of restriction and why):

Have you been involved, as a driver at fault, in a motor vehicle accident?      Yes       No

If "Yes", please provide the following information:

APPROXIMATE DATE	LOCATION	INVESTIGATING POLICE AGENCY	INDICATE INJURIES

### LEGAL HISTORY

Please provide the following information if you have ever been

- interviewed by a police agency as a suspect in, or questioned about, any criminal offense (misdemeanor or felony);
- been arrested or charged with any criminal offense (misdemeanor or felony);
- convicted of any criminal offense (misdemeanor or felony) including: expungements or conviction set asides (MCL780.621); Holmes Youthful Trainee Act dispositions (MCL762.11); or drug court dispositions (MCL333.7411).

Criminal offenses and charges include, but not limited to: conservation law violations; appearance tickets; or criminal traffic violations. (NOTE: Include any diversion programs, delayed or deferred sentencing. Do not include traffic offenses that are treated as civil infractions, see Motor Vehicle Operation above). Attach a separate sheet if necessary.

APPROXIMATE DATE	POLICE AGENCY OR JURISDICTION	INITIAL CHARGE/VIOLATION OR REASON FOR QUESTIONING	FINAL DISPOSITION (Conviction, dismissal, fines, probation, jail, etc.)

Have you ever had a felony conviction “expunged” or “set aside”? Yes  No

If “Yes,” please provide the details (nature of crime, county where expunged, and when):

Have you ever been placed on court probation as an adult, or been on parole? Yes  No

If “Yes,” please provide the details (when, where, why):

Have you ever been on bail, or personal recognizance, or other release conditions from a court-ordered custody? If “Yes,” explain here: Yes  No

Have you ever been required to appear before a juvenile court? Yes  No

If “Yes,” please provide the details (when, where, why) and final disposition:

Are you now or have you ever been a plaintiff or defendant in any civil court action? Yes  No

If “Yes,” please provide the details (when, where, why):

Have you ever been a respondent to a restraining or personal protection order in this state or any other state or tribal court? A respondent is the person enjoined or prohibited from certain behaviors or actions. Yes  No

If “Yes,” please provide dates, court of jurisdiction, and circumstances of the order and final disposition. Use a separate sheet of paper if necessary.

**FINANCIAL HISTORY**

The basic training academy or MCOLES may require you to submit a current financial or credit history statement to verify the information provided below.

- Have you ever filed for or declared bankruptcy? Yes  No
- Have any of your bills ever been turned over to a collection agency? Yes  No
- Have you ever been evicted for non-payment of rent? Yes  No
- Have you ever had a credit card canceled by the company for unpaid balances? Yes  No
- Have you ever had purchased goods repossessed? Yes  No

If you answered "Yes" to any of the above questions, please give the details (when, firms/businesses involved, and the circumstances and final disposition):

**EDUCATION HISTORY**

Please list your educational achievements here. A high school diploma or GED is required for enrollment into an MCOLES approved academy and for licensing. College degrees are evidence of meeting the high school requirement.

High School	Location	Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date
College	Location	Degree / Credit Hours	Date
Vocational/Trade School/Other	Location	Degree or Certificate	Date

Have you ever been suspended or expelled from any high school or post-secondary school? Yes  No   
(Post-secondary schools include colleges, universities, graduate schools, business and vocational schools.)

Have you ever been subject to formal discipline procedures, short of suspension or expulsion from school for unacceptable behavior at any high school or post-secondary school? Yes  No

If "Yes" to either of the above questions, please explain (include school, date, and circumstances):

Have you ever been denied admission to, withdrew from, or dismissed from, a police training academy or criminal justice academic program? Yes  No

If "Yes", please explain (include school/academy, date, and circumstances):