

POLICE OFFICER SELECTION PROGRAM
RICHLAND TOWNSHIP
POSTING NOTICE

Please follow these detailed instruction closely. Failure to fully complete and/or submit all the required documents may exclude you from consideration in the selection process. All documents must be returned to the Richland Township Manager.

1. Please complete the attached Application for Police Officer in your own handwriting. Print clearly with a blue or black pen.
2. Please sign and date the Weapon Eligibility Certification, and Release and Authorization to Release Information.
3. Please submit copies of the following documents:
 - a. If certifiable, a letter from MCOLES acknowledging that you are certifiable or a copy of your certificate.
 - b. Complete listing or summary of all related certifications, licenses and specialized training.
4. All documents are to be submitted to the Township Manager at 1180 North Hemlock Road, Hemlock Michigan, 48626 or by email: manager@richlandtownshipmi.com.
5. Compensation is based on the Richland Township Union Agreement, with starting wages ranging from \$16.53 to \$20.03 an hour. Richland Township also offers a competitive benefit package.

A Bachelor's Degree, or an equivalent level of training and experience in law enforcement, criminal justice, public administration or related field, three or more years' experience in police work preferred, with increasing administrative responsibility, valid Michigan driver's license and current MCOLES certification required. Additional training are highly desirable.

The successful candidate must possess strong leadership skills, knowledge and experience in modern police administration/practices and the investigation and prevention of crime, progressive command experience, collaborative management style, excellent communication skills, experience in labor/management relations, be fiscally responsible with knowledge of budget preparation and control, and be certified as a Michigan Police Officer along with enjoy working with the general public.

APPLICATION FOR POLICE OFFICER

TOWNSHIP OF RICHLAND

The Township of Richland is an Equal Opportunity Employer and shall not discriminate in the hiring, promotion, discharge, pay, fringe benefits, or other aspects of employment on the basis of race, color, religion, sex, marital status, or national origin. In accord with the Americans with Disabilities act of 1990, reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential job functions. Requests for reasonable accommodations or assistance with the application and selection process should be addressed to the Township Manager located at 1180 North Hemlock Road, or by telephone at (989)642-2097

Name Last _____ First _____ Middle Initial _____

Address Street _____ City _____ State _____ Zip _____

Last Previous Address Street _____ City _____ State _____ Zip _____

of years at current address _____ # of years at last previous address _____

Telephone Home () _____ Other () _____

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

Military Service: Are you a veteran of the U.S. Armed Forces? _____ Branch _____

Dates of duty: from _____ to _____ Rank at discharge _____

EDUCATION

	Name and Address	Course of Study	# of Years, or Credit Hours Completed	Type of Diploma, or Degree Received
High School				
College				
Other (Please Specify)				

Current Michigan Commission of Law Enforcement Standards (MCOLES) Status: (please check one)

_____ Certified Police Officer in the State of Michigan

_____ Certifiable as a Police Officer in the State of Michigan. If yes, date of expiration _____

_____ Neither Certified nor Certifiable, with no anticipated date of becoming Certifiable

Please indicate whether you prefer full-time or part-time: _____ Full-Time _____ Part-Time

EMPLOYMENT EXPERIENCE (List Most Recent Employer First)

Dates Employed		Employer
From	To	Address
		Telephone () Supervisor (Name & Title)
Hourly Rates/Salary		Work Performed
Starting	Final	
		Reason for Leaving
Dates Employed		Employer
From	To	Address
		Telephone () Supervisor (Name & Title)
Hourly Rates/Salary		Work Performed
Starting	Final	
		Reason for Leaving
Dates Employed		Employer
From	To	Address
		Telephone () Supervisor (Name & Title)
Hourly Rates/Salary		Work Performed
Starting	Final	
		Reason for Leaving

May we contact the employers listed above? _____



PERSONAL REFERENCES (Exclude Relatives)

Name	Telephone ()
Address	
Name	Telephone ()
Address	
Name	Telephone ()
Address	

I certify that answers given herein are true, complete and correct to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arriving at an employment decision. I understand that any false or misleading information given in my application or interview(s) may result in termination of further consideration or discharge, in the event of employment.

SIGNATURE OF APPLICANT _____ DATE _____

RICHLAND TOWNSHIP

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1180 NORTH HEMLOCK Road

Hemlock, MI 48626

WEAPON ELIGIBILITY CERTIFICATION

I do hereby warrant, represent and certify that I have never been convicted of a misdemeanor crime of domestic violence, am eligible to carry a weapon pursuant to the Brady Act, and will advise the Township Manager immediately if and when I am ever convicted of an offense which would preclude me from owning or carrying a weapon.

Name (please print) _____

Signature _____

Date _____

RICHLAND TOWNSHIP

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1180 NORTH HEMLOCK Road
Hemlock, MI 48626

RELEASE AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize the Township of Richland, Michigan, Manager and/or Police Chief or his/her designee bearing this Release, or true copy thereof, to obtain any information from the recipient of this document, pertaining to my employment, military, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal and disciplinary records, medical records and credit records. I hereby direct recipient to release such information upon request of the bearer. This authorization is executed with full knowledge and understanding that the information is for official use of the Richland Township Manager and/or Richland Police Department. Consent is granted for the Richland Township Manager and/or the Richland Township Police Department to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities.

Further, I, on behalf of myself, heirs, administrators, executors, successors, and assigns, do hereby release, indemnify, and hold harmless the Recipient and the Township of Richland, its officers, elected officials, employees, agents and representatives, as custodians of such information and records; and school, college, university or other educational institution, hospital or other repository medical records, credit bureau, lending institution, consumer reporting agency or retail business establishment, including officers, employees, or related personnel supplying such information, both individually and collectively, from and against, any and all claims, causes of action, suits, demands, losses, costs, charges or expensed (including attorney fee), judgments, or executions, of any kind whatsoever, arising out of the release of use of this information in the course of fulfilling official responsibilities in connection with consideration of my application and employment.

Should there be any questions as to the scope of this Release, Recipient may contact me as indicated below.

I further acknowledge that I have read this Release and Authorization in its entirety, that I fully understand the terms and conditions incorporated herein, that I have had every opportunity to consult with advisors of my own selection in deciding to execute the Release and Authorization, and that I have freely and voluntarily elected to enter into this Release.

I further understand that a copy of this Release and Authorization with my original signature will be retained by the Township Manager of the Township of Richland, and copies made only for the purposes stated herein.

Full Name (printed)

Full Name (Signature)

Date

Current Address: _____

Telephone: _____
