

Maquoketa Police Department

Employment Application

Applicant Name _____

Deadline to Return Application: Post marked by **May 13th 2022.**

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the CITY OF MAQUOKETA, IOWA, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran’s Administration; law enforcement agency records; driving records; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the recollections of attorneys at law, or of 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.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the CITY OF MAQUOKETA. I also certify that any person(s) who may furnish information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the CITY OF MAQUOKETA from any and all liability, which may be incurred as a result of collecting such information.

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

I have read and fully understand the contents of this “authorization for release of personal information.”

SIGNED: _____ DATE: _____

NOTARY: _____ DATE: _____

Read these instructions carefully before proceeding **Failure to follow instructions will result in disqualification!**

IT IS ESSENTIAL THAT ALL INFORMATION BE CORRECT AND COMPLETE!

Your application will be used as a basis for a background investigation that will determine your qualifications for a position with the Maquoketa Police Department.

GENERAL REQUIREMENTS

To be a police officer in the [State of Iowa](#), a person must be certified by the [Iowa Law Enforcement Academy](#) (ILEA). The Iowa legislators have given ILEA authority "to set standards for the law enforcement service" in the State of Iowa. If a person cannot or will not meet these standards, they cannot be certified. Local jurisdictions may use stricter criteria than ILEA to select police officer candidates. A detailed explanation for the minimum standards for Iowa Law Enforcement officers can be found in the "Code of Iowa," Chapters 80B & 400, plus the "Iowa Law Enforcement Academy's Administrative Rules." Some of the criteria is as follows.

All applicants must:

- Be able to perform the essential functions of the job with or without reasonable accommodations.
- Have reached the age of 18 years by the established date of the written examination. All Maquoketa full time officers become members of 411 Police/Fire Retirement System. Mandatory retirement age is 65. (See Chapter 411, "Code of Iowa")
- Be a graduate of an accredited high school, or possess an equivalency certificate (GED).
- Be a citizen of the United States and a resident of the State of Iowa or intends to become a resident upon being employed.
- Is not by reason of conscience or belief opposed to the use of force when appropriate or necessary to fulfill his/her duties.
- Be able to speak, read, and write the English language.
- Not be addicted to alcohol or drugs. The City of Maquoketa has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol poses serious safety and health risks, not only to the user, but to all those who work with or come into contact with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace poses unacceptable risks to the safe, healthful, and efficient operations.
- Be of good moral character. (This implies that the conduct or character of any applicant must be such that his/her job performance, as a police officer would not be impeded in any manner.)
- Not have been convicted of a felony or a crime involving moral turpitude. Moral turpitude is defined as "an act of baseness, vileness, or depravity in the private and social duties that a person owes to another person or to society in general, contrary to the accepted and customary rule of right and duty between person and person." It might include "justice, honesty, or good morals." It might include "income tax evasion, perjury, assault, theft, indecent exposure, sex crimes, and conspiracy to commit a crime, domestic abuse, stalking, illegal drug sales, or any offense in which a weapon was used in the commission of the crime.
- Must have a valid Iowa driver's or chauffeurs license at the time of employment.

Application Instructions:

The ability to follow directions and complete paperwork properly is an important responsibility of a police officer.

1. Your application should be hand printed legibly in ink or typed.
2. Answer ALL questions completely. If a question does not apply to you, enter “N/A” in the space provided.
3. Avoid errors by reading the directions carefully before making entries on the form. Be sure your information is correct and in sequence before you begin.
4. YOU are responsible for obtaining COMPLETE and VALID addresses (including zip codes). You are also responsible for providing valid phone numbers where requested.
5. If there is insufficient space on the form, attach extra sheets. Be sure to reference the relevant section and question on any supplement pages or attachments.
6. If you have any questions concerning this form, please contact the police department at (563)-652-2468.
7. The attached “Authorization for Release of Information” form must be completed; signed and notarized (some Maquoketa Dispatchers are notaries and can notarize the form for you if needed).
8. Copies of the following documents should be included with your application if available or forwarded to the Maquoketa Police Department as soon as practical if not available before the application due date:
 - Birth Certificate
 - Photocopy of your driver’s license
 - DD214 (military discharge form if applicable)
 - Naturalization papers (if applicable)
9. Your failure to properly complete your application may result in the rejection of the application.

Be sure to return your application by the date indicated on the cover page.

Selection Process

- Physical Agility Test
- POST test
- Interview
- Certification of top 10 list
- Interview
- Conditional Job Offer
- Background Questionnaire Packet
- Background Investigation
- Psychological Screening
- Medical (Physical) Exam
- Final Job Offer (when position is available)
- Uniform Fitting
- Academy
- Field Training Program

Benefits / Work Conditions

- Salary Range **\$25.44/hr. – \$33.16/hr.** under 2022-2024 Contract
- 12 hours shifts every other weekend off
- Paid vacation
- Holiday Pay (Time and a half when worked with a full day off at later date)
- Uniform Allowance
- Paid Training
- Health Insurance
- MFPRSI Retirement plan
- 2 Personal Days
- Sick Leave with a buy back

Police work is a 24-hour a day, 365 days a year occupation. Officers work nights, weekends and holidays.

Iowa Law Enforcement Physical Agility Standards
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Minimal physical fitness performance requirements chart.					
Males			Age		
Test	20-29	30-39	40-49	50-59	60 +
1 Minute Sit-up	38	35	29	24	19
1 Minute Push-up	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43
Females			Age		
Test	20-29	30-39	40-49	50-59	60 +
1 Minute Sit-up	32	25	20	14	6
1 Minute Push-up	15	11	9	* 12	* 5
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44

* Females in excess of 49 years of age may do pushups on their knees.

**Maquoketa Police Department
Application for Employment**

Date: _____ Position Applying For: _____

Last Name: _____ First Name: _____ Middle: _____

Race: _____ Sex: _____ Date of Birth: _____ Place of Birth: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Alias/maiden or other names used: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email address: _____

Scars or tattoos: _____ U.S. Citizen? ___ Yes ___ No

Current Address: _____ City _____ State _____ Zip _____

FAMILY INFORMATION

Is **Father** Living ___yes ___no If no, list date and cause of death: _____

Father's Full Name: _____ Date of Birth: _____

Father's Complete Address: _____ Phone Number: _____

Father's Employer: _____ Position held: _____

Is **Mother** living? ___yes ___no In no, list date and cause of death: _____

Mother's Full Name: _____ Date of Birth: _____

Mother's Complete Address: _____ Phone Number: _____

Mother's Employer: _____ Position Held: _____

If you have **step parents**, list their name, date of birth, address and phone number(s) below:

Are you? married () single () separated () divorced () widowed ()

Spouse's Full (Maiden) Name: _____ Date of Birth: _____

Spouse's Address if different from yours: _____

Spouse's Cell Phone Number: _____ email address: _____

Spouse's Employer: _____ Position Held: _____

Spouse's Employer Address: _____ Phone Number: _____

Date of Marriage: _____ Location: _____

If not married, with whom do you live? _____ Date of Birth _____

Roommate's Employer: _____ Address: _____ Phone#: _____

List all **former spouses** with full name, date of birth, marriage dates, current address and phone numbers:

List all **children** and step children:

<i>Full Name</i>	<i>Date of Birth</i>	<i>Address</i>	<i>Phone Number</i>
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Are you required to pay **child support**? ___yes ___no If so, how much? _____ per _____

Who are payments made to? _____ Are you delinquent? ___yes ___no

Please list your **siblings** (brothers, sisters, half brothers, half sisters, step brothers, step sisters):

<i>Relation</i>	<i>Name</i>	<i>Date of Birth</i>	<i>Address</i>	<i>Phone #</i>
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CONTACTS WITH LAW ENFORCEMENT

List all Traffic Citations regardless whether or not you were convicted:

<i>Charge</i>	<i>Agency</i>	<i>City</i>	<i>State</i>	<i>Disposition</i>	<i>Date</i>

List ALL arrests including juvenile arrests regardless of whether or not you were convicted:

<i>Charge</i>	<i>Agency</i>	<i>City</i>	<i>State</i>	<i>Disposition</i>	<i>Date</i>

Explain any other times you have been detained or questioned by police other than traffic violations:

List ALL law enforcement agencies with whom you have applied (City, County, State, Federal):

<i>Agency Name</i>	<i>City/State</i>	<i>Date of Application</i>	<i>Position</i>	<i>Status</i>

MILITARY SERVICE

Have you ever been in the military or National Guard? ___yes ___no Type of Discharge: _____

Branch _____ Enlisted Date: _____ Discharge Date: _____ Rank _____

FINANCIAL INFORMATION

List all current financial obligations:

<i>Creditor</i>	<i>Balance</i>	<i>Monthly payment</i>	<i>Delinquent (yes / no)</i>

Have you ever filed bankruptcy? ___yes ___no If yes, date _____

Do you own or rent your home? _____ Landlord's name and phone# if renting: _____

Please List your vehicles:

Year *Make* *Model* *Color* *License Plate#* *State*

EDUCATION

High School Name _____ **Location (City/State)** _____

Dates Attended: _____ Did you graduate? ___yes ___no Year _____

Colleges and Trade Schools

Name of School	Location	Dates Attended	Total Hours	Degree Earned

EMPLOYMENT

Start with your current employer and list all employers since you began working. It is your responsibility to provide valid phone numbers and complete addresses for each employer.

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address _____ City _____ State _____ Zip _____

Salary: _____ Reason for leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address _____ City _____ State _____ Zip _____

Salary: _____ Reason for leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address _____ City _____ State _____ Zip _____

Salary: _____ Reason for leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address _____ City _____ State _____ Zip _____

Salary: _____ Reason for leaving: _____

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address _____ City _____ State _____ Zip _____

Salary: _____ Reason for leaving: _____

RESIDENCE HISTORY

List all locations where you have actually lived, regardless of period of time for the past ten (10) years beginning with your current address:

<i>From</i>	<i>To</i>	<i>Address</i>	<i>City / State</i>	<i>Zip</i>	<i>Landlord Name & Phone #</i>

REFERENCES

List character references that personally know you. Do not list employers or supervisors. Do not list people that do not regularly interact with you.

<i>Name</i>	<i>Years Known</i>	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone Numbers</i>

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of the position you are applying for? ___yes ___no

Explain:

Have you been totally honest and forthcoming in this application? ___yes ___no

Did you read and follow the instruction pages at the beginning of this application? ___yes ___no

I _____ attest that all statements and information provided in this application are true and correct. I understand that any deliberate omissions or false statements will result in the rejection of my application.

Signed _____ **Date:** _____