



## ALLEN PARK POLICE OFFICER APPLICATION PROCEDURE (Keep This Information)

The following is a summary of the application procedure:

1. You must complete the application in full. Partially completed applications will not be accepted. Any false, misleading, inaccurate, or omitted information and/or statements may cause the applicant to be disqualified immediately no matter where they are in the recruitment process.
2. Along with application, you must provide:
  - a. Copy of your valid driver's license (with no more than 6 points accumulated on driving record at any given time and no current or prior license suspensions).
  - b. Copy of your High School Graduation Diploma or a Passing General Education Development (GED) Test Certificate.
  - c. Copy of certificate of successful completion of the "M.C.O.L.E.S. Pre-employment Physical Fitness Test and Reading/Writing Skills Test".
  - d. Copy of M.C.O.L.E.S certification (as certified or certifiable).
3. Note the following:
  - a. Applicant must be at least eighteen (18) years of age and a citizen of the United States.
  - b. Applicant must maintain M.C.O.L.E.S. certifications for the duration of the established 2 year eligibility roster.
  - c. Applicant must conform to employment standards for Michigan Law Enforcement Officers as set by the Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.)
  - d. Applicants will not be considered if they have any of the following:
    - Prior arrests
    - Prior termination from any law enforcement agency
    - History of bankruptcy or failure to show satisfactory financial responsibility.
4. Basic Physical Qualifications
  - Vision: Correctable to 20/20
  - Weight: In proportion to height as determined by a physical examination
5. A written examination must be completed by application deadline. Go to [www.empco.net/](http://www.empco.net/) to sign up and register to take a written exam.

Click on Candidates & Applicants - entry level applicants-Police Officer Positions then on left side select upcoming tests and pick a date and test site and go take the test. Your results will then be on the EMPCO website for Allen Park PD to retrieve.

Note-If you have already taken a written test administered by EMPCO and you have your score in the system Allen Park PD can use that score.

In addition to the written examination, you will be required to take and pass, with a 75%, an oral examination provided by the Allen Park Police Department.

- 6 Prior to employment, you will be required to take and pass, a psychological examination, physical examination, drug screening and undergo an extensive personal background history investigation.

All applicants must pass written and oral examinations with a minimum score of 75% in each examination. Ranking Final score will be cumulative with 60% weight given to the written examination and 40% to the oral examination.

- 7 It is the Applicants responsibility to keep their information up to date. Failure to do so can result in having your name removed from the roster.

*(Keep the Procedure Information, pages 1 & 2, for future reference)*

***APPLICATION TO BE SUBMITTED STARTS ON  
PAGE 3 OF THIS PACKET***

***REMEMBER TO ATTACH REQUIRED QUALIFYING  
DOCUMENTS TO APPLICATION***

**RETURN  
Completed Application  
Required Documents**



2. Have you ever used or worked under a different name? (include nickname's)  
 \_\_\_\_\_ No \_\_\_\_\_ Yes - name(s) used \_\_\_\_\_

3. Are you a veteran?  
 \_\_\_\_\_ No \_\_\_\_\_ Yes - Branch of Service: \_\_\_\_\_ Dates \_\_\_\_\_  
 (If yes, you will be required to provide (DD214) at time of completing a Personal History Statement)

4. Have you ever been employed by the City of Allen Park?  
 \_\_\_\_\_ No \_\_\_\_\_ Yes - Where & When: \_\_\_\_\_

5. Education

	High	College/ University	Graduate	Graduate/ Professional
School Name				
Diploma/Degree				
Year				

6. Have you ever been arrested, charged or convicted of a misdemeanor or felony?  
 \_\_\_\_\_ No \_\_\_\_\_ Yes

7. Have you ever made application or have been previously investigated by any other agency?  
 \_\_\_\_\_ No \_\_\_\_\_ Yes - State agency(s) and dates: Attach separate list of all departments that you have applied at.

8. Can you perform the essential duties of the job in which you wish to be employed with or without accommodations?  
 \_\_\_\_\_ No \_\_\_\_\_ Yes

9. Employment

Present Employer			Work Performed
	From	To	
Address			

CONTINUE TO PAGE 5

Previous Employer			Work Performed
Address	From	To	
Reason for Leaving			

10. Drivers License: State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Drivers License # \_\_\_\_\_

Any convictions for moving traffic violations, accidents, non-moving violations of other laws which indicate a poor driving attitude, or lack of respect for law and order, will be considered basis for disqualification by the screening and/or oral appraisal boards. Applicant must maintain eligibility status throughout the hiring process.

**My signature on the next page releasing my driving record information indicates to the best of my knowledge that my driving record does not conflict with any of the above criteria.**

I certify that the information that I have furnished within this application is true, accurate and complete. I understand that any false information or the omission of any information on this application or any other document required by the City of Allen Park may be cause for rejection and dismissal or (if employed) dismissal

**Must be signed in the presence of a NOTARY**

APPLICANTS SIGNATURE: \_\_\_\_\_  
(Blue Ink)

DATE SIGNED: \_\_\_\_\_

\*\*\*\*\*

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Signature of Notary: \_\_\_\_\_

Notary Stamp  
Name and Commission expiration: \_\_\_\_\_

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# AUTHORITY FOR RELEASE OF DRIVING RECORD INFORMATION

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

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

Address: \_\_\_\_\_  
\_\_\_\_\_

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

I, the undersigned, do hereby authorize a review of and full disclosure of my driving record, by any duly authorized agent of the Allen Park Police Department and City Clerk's office, whether said records are of public, private or confidential nature.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to my driving record, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the City of Allen Park to consider in determining my suitability for employment. It is my specific intent to allow access to such personal information however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that all materials pertaining to this investigation becomes the property of the Allen Park Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

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

**MUST BE SIGNED IN THE PRESENCE OF A NOTARY:**

Signature: \_\_\_\_\_  
(Blue Ink)

Subscribed and Sworn Before Me

This \_\_\_\_ day of \_\_\_\_\_, 2016

Notary Stamp: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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**Allen Park Police Department**  
**16630 Southfield Road, Suite 3100**  
**Allen Park, MI 48101**  
**313-386-7800**

**Authorization for release of personal or professional information.**

**Name:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security:** \_\_\_\_\_ **Driver's License:** \_\_\_\_\_

**Address:** \_\_\_\_\_

I, \_\_\_\_\_ do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by an to any duly authorized agent of the Allen Park Police Department, whether 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 the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and /or ratings); public utility companies; employments and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of Law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresover located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

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, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Allen Park Police Department to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

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 Allen Park Police Department. I understand that all materials pertaining to this background investigation become the property of the Allen Park Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

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

**MUST BE SIGNED IN THE PRESENCE OF A NOTARY:**

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

Subscribed and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Address:**  
\_\_\_\_\_

**City:**  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Michigan

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Application Concluded**