



Frankenmuth Police Department
Application Packet for Reserve Police Officer

"Honesty, Integrity, Accountability"

Application # _____
(Recruiting Staff use only)

Applicant Name: _____ **Date:** _____

Answer the following questions truthfully and to the best of your knowledge as they apply to you. Use black ink only. Use the reverse of this page or additional sheets if necessary for explanations.

Applicant Pre-Screening Questionnaire

- Y N Have you applied with us before? Y N Have you interviewed with us before?
- Y N Have you applied to other departments with a police reserve program? (List each below)
- Y N Are you currently volunteering with a police, fire or EMS agency at this time? (List each department)
- Y N Do you meet our residency requirement of living in Saginaw, Bay, Midland, Genesee, or Tuscola Counties, **year round**? If no, in what city do you reside? _____
- Y N You understand that this is a volunteer position, requiring 10 hours of patrol per month, in-service training, and 5 mandatory events per year
- Y N You understand that you will be required to complete a 260 hour Reserve Academy, conducted "in house" by the Frankenmuth Police Department, which is provided at no cost to you.
- Y N Most of your reserve academy uniform and service uniform is supplied to you at no cost. Can you commit to purchasing the department standard firearm, reserve academy uniform, duty boots, and gear bag? (Please see page 7 of this document for more detailed information.)
- Y N Can you pass the basic physical fitness requirements? (Please see page 7 of this document for more detailed information.)
- Y N Do you have a valid Michigan Driver's License? (Tell us about tickets, accidents, or suspensions below.)
- Y N Do you have a criminal record? (If you have been suspected, charged, or convicted of a crime, please explain)
- Y N Is there anything else about your background you would like to disclose at this time? (List below)

How did you hear about us? _____

I acknowledge that all of the information I provided above is true to the best of my knowledge. I also understand that any omissions of pertinent information regarding my background may cause me to be eliminated from the selection process.

Applicant Signature: _____ Date: _____

Reviewing Officer: _____ **Badge:** _____ **Date:** _____ **Status:** _____



APPLICATION FOR RESERVE POLICE OFFICER

Frankenmuth Police Department
218 W. Genesee Street
Frankenmuth, MI 48734-1398

Phone: (989) 652-8371
Facsimile: (989) 652-3451

Website: frankenmuthcity.com/police/reserve.htm
Email: recruiting@frankenmuthcity.com

The City of Frankenmuth is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, or disability.

Please note the following: (1) ANSWER ALL QUESTIONS COMPLETELY. FAILURE TO DO SO MAY RESULT IN REJECTION OF YOUR APPLICATION AND YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT. (2) Please type or print in black ink. (3) This application will be kept current for six (6) months from the date it was submitted. (4) Please use additional sheets if necessary. (5) You may attach a resume to the back of this application.

PART I: PERSONAL INFORMATION

Full Legal Name (Last, First, Middle)				Date of Application:	
Primary Phone No.	Secondary Phone No.	Email Address:			
Residential Address:	City:	State:	Zip:	County:	
Driver's License #:		State:			

PART II: EMPLOYMENT INFORMATION

Position Applied For: Reserve Police Officer	Employment Status: Volunteer	Date available to start:		
Please list your availability of each day you will be available to work:	Mon:	Tue:	Wed:	
	Thurs:	Fri:	Sat:	
	Sun:	Other:		
Are you a relative by birth or marriage to any City of Frankenmuth elected official or employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide their name(s):				
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify your work permit number under the Youth Employment Standards Act:				
Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you on Lay-off? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, are you subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are you prevented from lawfully becoming employed in this country because of Visa/Immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of citizenship or immigration status may be requested upon employment.)				
Have you ever been refused a bond? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will you submit to a drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by the City of Frankenmuth? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes list dates, position, and department:				
Have you ever been fired from any position (paid or volunteer)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a detailed explanation:				

PART II: EMPLOYMENT INFORMATION (continued...)

Have you ever been convicted of a felony that has not been expunged, annulled or sealed? Yes No
 If yes, completely describe including location and date:

NOTE: A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of violation and rehabilitation will be considered.

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help) the activities involved in the job or occupation for which you have applied? Yes No

PART III: EDUCATION & TRAINING

	High School	Vocational/ Technical	College/ University	Graduate School
School Name				
Major / Minor	Not Applicable			
# of credit hours earned	Not Applicable			
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, list the date you expect to be completed				
Degree(s)/Certifications(s)				

Do you plan to attend a MCOLES police academy? Yes No If yes, please provide the date:

PART IV: SKILLS AND HOBBIES

Describe any specialized training, apprenticeships, internships, skills, licenses, certificates and extra-curricular Activities that pertain to the position(s) for which you are applying:

What type of business machines or industrial equipment do you operate?

List any outside interests/hobbies:

PART IV: EMPLOYMENT HISTORY

Below, list each job held beginning with your present or last job first. Omit military service record. If you require more space please attach additional sheet(s) to this application. If you were employed under a maiden or other name, please indicate that name by the employer. All information provided must be accurate and correct.

Employer One			
Employer:		Address:	
Job Title:	Supervisor:		Telephone #:
Date of Hire:	Ending Date:	Starting Rate:	Ending Rate:
Duties Performed:			
Reason For Leaving:			

Employer Two			
Employer:		Address:	
Job Title:	Supervisor:		Telephone #:
Date of Hire:	Ending Date:	Starting Rate:	Ending Rate:
Duties Performed:			
Reason For Leaving:			

Employer Three			
Employer:		Address:	
Job Title:	Supervisor:		Telephone #:
Date of Hire:	Ending Date:	Starting Rate:	Ending Rate:
Duties Performed:			
Reason For Leaving:			

PART V: MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States of America or in the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, What Branch:	Rank at discharge:
Date of discharge:	Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
**NOTE: A dishonorable discharge from the military will not necessarily be a bar to employment.	
List Duties Performed:	

PART VI: REFERENCES

(Please list three references, either personal or professional. Do not include relatives or former employers.)

NAME & REF TYPE	ADDRESS	TELEPHONE(s)
_____ <input type="checkbox"/> Personal <input type="checkbox"/> Professional		
_____ <input type="checkbox"/> Personal <input type="checkbox"/> Professional		
_____ <input type="checkbox"/> Personal <input type="checkbox"/> Professional		

PART VII: APPLICANT’S AGREEMENT & UNDERSTANDING

1. I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresenting or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.
2. I waive written notice from my current employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records (even if more than four years old). This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.
3. I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four years old) and release all parties from any liability or any damages that may result from furnishing same to you.
4. I authorize the City of Frankenmuth to release any information (even if more than four years old) relating in any way to my employment including disciplinary reports, letters of reprimand or other notices of disciplinary action when such information is requested by any prospective or subsequent employers without any obligation (by them or you) to give me any notice of such disclosure.
5. I understand that any employment offer is conditional upon the result of the drug screening test and the post offer pre-employment medical examination.
6. I have read the attached job description. If employed, I understand that if I am disabled or become disabled and am in need of accommodations for employment, I must notify the City of Frankenmuth, in writing, within 182 days after the need is known or should have been known to me. Failure to properly notify the City will preclude any claim that the employer fails to accommodate the disability.
7. I agree that if I should be hired that any claim or lawsuit relating to my service with the City of Frankenmuth or any of its councils, boards, commissions or committees must be filed no more than six (6) months after the date of the employment action that is subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF EACH OF THE SEVEN (7) INDIVIDUAL STATEMENTS SPECIFIED ABOVE.

Signature _____ Date _____

PART VIII: ADDITIONAL COMMENTS

Please use this space to explain why you desire employment with the City of Frankenmuth as a Reserve Police Officer:

After the Interview – Recruit Obligations

Once an applicant has passed the interview process and has been accepted into the Frankenmuth Police Reserve Academy, they will be given a “conditional offer of acceptance”.

DO NOT complete any of these steps unless you are contacted by recruiting staff.

Physical Fitness Entrance Requirement:

Our department facilitates its’ own physical fitness exam during the background phase. Each candidate must pass this exam to advance in the process. The physical fitness test consists of four separate events: vertical jump, sit-ups, push-ups, and a ½ mile shuttle run. Candidates must pass meeting the following results in their respective age group:

Age	MALE				FEMALE			
	Vertical Jump	Sit-ups	Push- ups	½ mile shuttle run	Vertical Jump	Sit-ups	Push- ups	½ mile shuttle run
18-29	17.5	32	30	4:29	11.0	28	7	5:35
30-39	16.0	30	30	4:38	9.0	19	7	5:59
40+	15.0	30	28	4:54	8.0	18	7	6:13

Financial Obligations:

Each recruit will be required to purchase the following items by day one of our academy, which begins each November of the application year. You will be given specific information at your academy orientation on how to purchase the items. Duty uniforms and equipment are supplied at no cost to the officer.

- MCOLES physical exam from Covenant Occupational Health (\$125.00)
- Reserve Academy PT Uniform Shirt (\$12.00)
- Reserve Academy Class “B” Uniform (\$45.00)
- Reserve Academy Gear Bag & water bottle (\$42.00)
- Duty Boots (Depending upon selection, boots range from \$75.00 to \$250.00)
- Department Classified Firearm, Generation 4, Glock 22 (Approximately \$477.00). Must be purchased through the department by Firearms Classes, day one. You will be given an exact date at orientation.

Volunteer Obligations:

Each recruit should understand that this is a volunteer position. The Reserve Academy is made up of 260 hours of classroom and practical instruction conducted “in house” at no cost to the recruit. Sessions are held on Saturday’s and Sunday’s, twice a month from November thru April of the application year. (You will be given a full schedule upon hire).

Upon completion of the Reserve Academy you will be required to complete 10 hours of patrol per month, and complete our departments Field Training Program.

There are many opportunities to work all of approximately 20 festivals year-round; however there are 5 large festival weekends which are mandatory for all FPD staff to work. These are “Snow Fest” in January, “World Expo of Beer” in May, “Bavarian Festival” in June, concluding with “Auto Fest” and “Oktoberfest” in September. All events are scheduled well in advance on our scheduling system.

Questions may be addressed by emailing our staff: recruiting@frankenmuthcity.com