

City of Bucklin

117 W. Oak, P.O. Box 458, Bucklin, Kansas 67834
voice: (620) 826-3216 fax: (620) 826-3894
e-mail: jhager@bucklinks.com

CONSENT TO RELEASE INFORMATION

The undersigned, being an applicant for employment or position with the City of Bucklin, does hereby consent to the release by you, your organization, or others of any and all moral, educational, physical, mental, business, financial, criminal, civil, and work performance information pertaining to the undersigned, the City of Bucklin.

Furthermore, this release shall include all records of disciplinary actions, and/or Internal investigations pertaining to past or present employment and employment performance to include performance evaluations. The applicant does further consent that all agencies, businesses, organizations and individuals contacted are hereby released from any and all responsibility and/or liability to furnishing said information to the City of Bucklin and individuals acting on behalf of the City of Bucklin.

The applicant further agrees that a photocopy of this document shall have and carry the same consent purposes as the original document.

This Consent to Release Information shall expire sixty (60) days from the date indicated below.

Signature of Applicant

Date

STATE OF KANSAS)

County of _____)

Subscribed and sworn to before me, this _____ day of _____, 20_____.

(Seal)

Notary Public

My Commission Expires

Employment Application

Bucklin Police Department

PO Box 458, 117 W. Oak

Bucklin, Kansas 67834

Voice: (620) 826-3216 fax: (620) 826-3894

E-mail: jhager@bucklinks.com

Instructions for Applicant

To receive a permanent appointment as an employee with the Bucklin Police Department, you must at time of employment meet the following criteria in order to qualify for employment.

- You must be at least twenty-one (21) years of age
- You must be a United States citizen
- You must have no felony conviction(s), including any felony convictions that have been expunged.
- You should have no felony behavior involving use, production, transportation or sale of illegal drugs or narcotics.
- If you have been in the military, your discharge must have been under honorable conditions.
- You must have a high school diploma or its equivalence.
- You must currently have, or be able to obtain a valid Kansas Drivers License.
- You must be able to qualify for vehicle insurance in the use of motor vehicles.
- You will be required to meet certain job related sight and hearing standards required to meet essential job functions.
- As a condition of employment, you may be required to pass the following:

A. Physical Agility Test	D. Lie Detection Examination
B. Background Investigation	E. Drug Screen
C. Psychological Examination	F. Medical Examination

The completion of this form is a requirement for consideration for employment with this department.

All statements are subject to verification.

Inaccuracies or incomplete statements may prevent you from being hired by this department and may be cause for your removal from the hiring list.

In accordance with the Privacy Act of 1974, disclosure of your social security number is voluntary. The social security number will be used for identification purposes to ensure that proper records are obtained.

I have read and understand the above instructions and do agree to the terms and conditions of completing the application.

Applicant's Name

Date

If you have met the aforementioned qualifications and understand the requirements for obtaining employment and wish to continue, answer the following questions:

PERSONAL INFORMATION:

Name: (Last, First, Middle)	
Other Names Used:	
Address:	
Telephone No.:	Social Security No.:

Have you ever been employed here before? Yes/No If yes, give date(s). From _____ To _____

Are you legally eligible for employment in this country? Yes/No

Proof of U.S. citizenship or immigration status will be required upon employment.

All positions with the City of Bucklin require that the person qualify and obtain a Kansas Driver's License, as well as qualify for city automobile insurance. Please answer the following questions:

Do you have a valid drivers license? YES/NO	CDL? YES/NO	
Drivers License No.:	State Issued:	Expiration Date:

Have you been convicted of any criminal offense other than minor traffic violations? Yes No

Have you been convicted of a felony, including expunged felony records from this state or any other states, or any military jurisdiction which crime would be considered a felony in the State of Kansas? Yes No

Do you have any criminal charges pending? Yes No

Have you ever taken in excess of \$100.00 in merchandise from an employer within the past year? Yes No

Have you ever taken in excess of \$100.00 in cash from an employer within the past year? Yes No

Have you used illegal drugs in the past six months? Yes No If yes, state type of drug and explain:

Have you ever sold illegal drugs? Yes No

Have you ever been fired or pressured to resign from an employment position? Yes No If yes, please explain:

Have you committed an offense so serious that if detected would prevent employment with this department? Yes No If yes, please explain:

Have you any conditions that we might be able to accommodate in this application process Yes No Please explain:

Relatives and references: During the course of the background investigation, persons who know you will be asked to comment upon your ability for the position of peace officer. Inquiries will be conducted to job-relevant matters. Three of the five individuals should have knowledge of your qualifications.

Name	Address	Relationship

Mother, Father, Step-Mother, Step-Father, Mother-in-Law, Father-in-Law, Spouse, Former Spouse

Name	Address	Telephone

Brother(s) & Sister(s) If living:

Name	Telephone	Years Known

Education

To be a Kansas Law Enforcement Officer, you must have a high school diploma, a GED or it's equivalent. Please indicate your current status:

- I possess a high school diploma from a U.S. institution
- I passed the GED test
- I possess an Associate Degree
- I possess a Bachelor Degree
- I possess a post-graduate degree Explain _____

Please indicate below all the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts.

School	Dates Attended	Location	Name of Reference

Have you ever been suspended or expelled from high school or post-secondary school? (Post secondary school include two and four year institutions, college, universities, and business and vocational schools.) Yes No
 If yes, please explain: _____

Residence:

Individuals who have become acquainted with you and the reason of your residing in different locations, are often helpful in providing useful information for the background investigation. Please list all of your residences during the past ten years (list no information prior to you fifteenth birthday). Begin with most current residence.

Address:	Dates (to-from)	If rented, give name of landlord

Experience and Employment:

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past ten years. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.

Employer	Dates	Work Performed
Address		
Job Title	Hourly Rate/Salary Starting	Final
Supervisor	Reason for Leaving	
Co-workers	() Full-time () Part-time () Voluntary	

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Would any problems result if your present employer was contacted during the course of the background investigation? { } Yes { } No
 If "no" when should contact be made?

If you have no present employment, please explain: _____

Have you had extended work absences for reasons other than earned vacations? { } Yes { } No
 If yes, please explain: _____

Military Service:

Selective Service No.	Approx. Date of Registration	Address at time of Registration

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

If yes, supply the following information:

Branch of Service	Service No.	Dates of Service	Type of Discharge

Are you currently participating in any military reserve or National Guard Program? { } Yes { } No

Have you ever been subject to any judicial or non-judicial disciplinary actions while in the military, National Guard or military reserves? { } Yes { } No If yes, explain:

Legal:

Have you ever been delinquent on income or other tax payments { } Yes { } No

If yes, explain:

Have you ever been arrested or convicted of any crime (excluding traffic infractions). (The fact that your record may have been affected by a sealing, expungement, a release, or a pardon has specific legal implications as to how one should answer this question. Please seek legal advise before answering this section, if you should have any questions.)

Approx. Date	Police Agency	Circumstances

Have you ever been placed on probation or parole as an adult? { } Yes { } No

If yes, give details (when, where & why). _____

Were you required to appear before a juvenile court for an act which would have been a crime if committed by an adult? { } Yes { } No

Have you ever been reported to a law enforcement agency as a missing person or a runaway? { } Yes { } No

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

If yes, please give details (including when, where, name and location of court, circumstances). _____

Motor Vehicle Operation:

Since positions with this department require that you drive a motor vehicle, an investigation of your driving history and status must be made. To expedite this procedure, please supply the following information.

Do you have a valid drivers license? YES/NO		CDL? YES/NO
Drivers License No.:	State Issued:	Expiration Date:
List any other states & DL Nos. you have been issued		

Have you ever been refused a driver's license by any state? { } Yes { } No

please list all traffic citations you have received within the last 5 years.

Nature of Violation	Location/Date	Indicate action taken

Please indicate in the space below, why you would like to become an employee of the Bucklin Police Department.

I hereby certify that all statements made in this application and personal history are true and complete, and I understand that any misstatements of material facts will subject me to disqualification.

Signature in full of Applicant:	Date Completed:
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