

NORTH WILDWOOD POLICE DEPARTMENT

901 ATLANTIC AVENUE
NORTH WILDWOOD, NJ 08260



PHONE : 609.522.2411
WEBSITE : WWW.NWPD.ORG

PATRICK T. ROSENELLO
DIRECTOR OF PUBLIC SAFETY

JOHN A. STEVENSON
CHIEF OF POLICE

WILLIAM J. ETSSELL
CAPTAIN

KATHERINE C. MADDEN
LIEUTENANT

JUSTIN R. ROBINSON
LIEUTENANT

ADAM B. MCGRAW
LIEUTENANT

Dear Applicant,

You are required to perform the following:

- 1- Review Application Instruction Sheet
- 2- Complete the Application
- 3- Hand out three (3) Reference Request forms

Please read the Applicant Instruction Sheet before you begin. It is important that the instructions are followed thoroughly. Incomplete applications WILL NOT be considered.

Submit the completed application to our department by mail or drop it off in person. Once our completed application is returned to us, it will be reviewed. If the application is satisfactory you might be contacted to schedule an interview.

If you have any questions, please feel free to contact us at the phone number or E-mail addresses listed. We look forward to meeting with you soon.

A handwritten signature in black ink that reads "Chief John #234".

John A. Stevenson
Chief of Police

Officer Eric Nevil
Recruitment Officer
901 Atlantic Avenue
North Wildwood, NJ 08260

609.522.2030 x 1511
summeremployment@nwpd.org

Application Instruction Sheet

1. READ the cover letter and determine that your package contains all the necessary forms. REVIEW and become familiar with the package before filling in the information.
2. COMPLETE the top section of the first page of the Applicant Reference Requests, and provide the forms, as well as the addressed envelopes: (North Wildwood Police Department, 901 Atlantic Avenue, North Wildwood, NJ 08260, Attention: Recruitment Sergeant); to the three people you are listing as references on page 11 of the Application. These references must have known you for at least three years and may not be family members. Your background investigation cannot be started without the police department receiving the reference vouchers. *TIP – To speed things up, and as a courtesy to the persons vouching for you, put a stamp on the envelopes before providing them to the references and then follow up with a phone call or visit to encourage prompt responses.*
3. If applicable, ORDER a transcript of your student records from the college or university. They may send these directly to the Police Department, Attention: Recruitment Officer.
4. READ the Warning at the top of the first page of the Application. Fill out each page completely and initial the bottom of every page on the right-hand side as you complete that page.
5. If time permits, MAIL AHEAD the completed Application. If you have any doubt that the Application will reach us in time for your appointment, bring it with you to your scheduled interview. Make a copy of everything you turn in for your records. *Tip – In the case of two applicants having the same qualifications, the first one with a completed background investigation generally gets the position. It may behoove you to mail in your application.*
6. INCLUDE with your Application copies of any certificates and licenses relevant to law enforcement. Also include copies of Driver Licenses, Social Security Card, Birth Certificate and Selective Service Registration card. If you do not have access to a copy machine you may bring the originals with you at the time of your interview and copies will be made for you.
7. REVIEW, REVIEW, REVIEW – Make sure you have followed all instructions and have not left anything out. Each year our background investigation reveals details that were not included in the application. Most of the omitted information would not lead to disqualification of the applicant, but remember, thoroughness is a necessary trait of your future profession – Police Officer.

If you have any questions, please feel free to call a member of our recruitment staff at (609) 522-2030, Ext 1511. Or you can E-mail us @ SummerEmployment@nwpd.org

NORTH WILDWOOD POLICE DEPARTMENT EMPLOYMENT APPLICATION

WARNING: ANY MISSTATEMENT OF FACT, OMISSIONS OR ATTEMPT TO MISLEAD THIS AGENCY, ITS INVESTIGATORS OR THE APPOINTING AUTHORITY, DELIBERATE OR IN ERROR, MAY LEAD TO YOUR DISQUALIFICATION. ALL INFORMATION MUST BE COMPLETED. IF ANY REQUESTED DATA DOES NOT APPLY TO YOU, INDICATE SUCH BY ENTERING "N/A". INITIAL THE BOTTOM OF EVERY PAGE IN THE SPACE PROVIDED AS YOU COMPLETE THAT PAGE. IF ADDITIONAL SPACE IS REQUIRED FOR ANY QUESTION, ATTACH A PAGE AT THE END OF THE APPLICATION WITH THE APPROPRIATE INFORMATION.

POSITION APPLIED FOR:

- Summer Officer - **SLEO II** attending Winter Police Academy / Summer Police Academy
- Summer Officer - **SLEO I** Communications Officer Other: _____

PERSONAL INFORMATION

Last Name: _____

First Name: _____ Middle Name: _____

List any other names you have used or been known by and attach a statement giving reasons:

Current Address: _____

STREET ADDRESS

CITY

STATE

ZIP CODE

From: ____/____/____

MONTH / YEAR

Home Phone: () - _____ Cell Phone: () - _____

Email: _____

Work Phone: () - _____ School Phone: () - _____

Date of Birth: ____/____/____ Age: ____ Gender: ____

Place of Birth: _____

CITY OR TOWN

STATE

COUNTRY

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

DL#: _____ State Issued: ____ SS#: _____ - _____

Scars & Tattoos: _____

Hepatitis B inoculations?: Yes / No (If Yes, include a copy of inoculation record)

Are you a native-born citizen?: _____ Naturalized?: _____

Other than English, what language (s) do you speak?:

RESIDENCE

List in order all places that you have lived within the last three (3) years beginning with the most recent

➤ Street Address: _____ Apt. #: _____

City: _____ County: _____ State: _____ Zip Code: _____

With whom did you reside ? : _____

Dates Resided: From: _____ To: _____

➤ Street Address: _____ Apt. #: _____

City: _____ County: _____ State: _____ Zip Code: _____

With whom did you reside ? : _____

Dates Resided: From: _____ To: _____

Are you registered to vote? : _____

If yes, list all places where you are registered to vote: _____

If you have never registered, explain why: _____

SOCIAL STATUS

Married: Yes No

If yes, Date: _____

Current Spouse's Information:

First Name: _____

Maiden Name: _____
(IF APPLICABLE)

Home Address: *(if different than applicant)* _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

Former Spouse's Information:

First Name: _____

Maiden Name: _____
(IF APPLICABLE)

Present Address: _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

CHILDREN

Were you ever the parent of a child - either natural or by legal adoption ? _____

NAME

SEX

DATE OF BIRTH

PLACE OF BIRTH

Where and with whom does/do, this/these child(ren) reside ?

Name: _____

Address: _____

Have you ever been involved as a plaintiff or a defendant in a restraining order ? _____

If yes, as a Plaintiff ? _____ or a Defendant ? _____

State in full detail the date, location, party involved and the outcome of the action.

FAMILY INFORMATION

Father's Name: _____ **Currently Living ?** _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

Mother's Name: _____ **Currently Living ?** _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

Sibling's Name: _____ **Currently Living ?** _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

Sibling's Name: _____ **Currently Living ?** _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

Sibling's Name: _____ **Currently Living ?** _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Phone Number: () _____ - _____

HIGH SCHOOL EDUCATION

List chronologically all high schools attended - Earliest dates first

➤ **Name of School:** _____

<small>STREET ADDRESS</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>
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Dates Attended: From: _____ To: _____

Grade Levels Attended: _____ Graduated ? _____

➤ **Name of School:** _____

<small>STREET ADDRESS</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>
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Dates Attended: From: _____ To: _____

Grade Levels Attended: _____ Graduated ? _____

COLLEGE, TRADE SCHOOL, LAW ENFORCEMENT TRAINING

➤ **Name of School:** _____

<small>STREET ADDRESS</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>
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Dates Attended: From: _____ To: _____

Full time: _____ Part Time: _____ Degree/Certification Sought: _____

Graduated ? _____ If not, why: _____

➤ **Name of School:** _____

<small>STREET ADDRESS</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>
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Dates Attended: From: _____ To: _____

Full time: _____ Part Time: _____ Degree/Certification Sought: _____

Graduated ? _____ If not, why: _____

➤ **Name of School:** _____

<small>STREET ADDRESS</small>	<small>CITY</small>	<small>STATE</small>	<small>ZIP CODE</small>
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Dates Attended: From: _____ To: _____

Full time: _____ Part Time: _____ Degree/Certification Sought: _____

Graduated ? _____ If not, why: _____

If a degree was not received, how many credits have you completed? _____

What professional license (s) do you possess ?

List any problems you had while attending school (absenteeism, tardiness, poor grades, discipline problems, etc.) -
-- include college:

SCHOOL

DATE OR YEAR

PROBLEM/S

MILITARY SERVICE

Have you ever served on active duty in any military organization of the United States? _____

If yes, what organization ? _____

Dates Served: From: _____ To: _____

Highest rank held: _____

Type of discharge received: _____

What was your military specialty: _____

Have you ever served in a Reserve military organization or a National Guard Unit? _____

If yes, what organization ? _____

Dates Served: From: _____ To: _____

Highest rank held: _____

Type of discharge received: _____

What was your military specialty: _____

Drill dates scheduled for the summer: _____

Were you ever subject to a court martial inquiry, tried on charges, or the subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action ? _____

If yes, how many times? _____

Give details of charges, name of agency concerned, dates and dispositions:

EMPLOYMENT HISTORY

➤ **Present Employer:** _____

STREET ADDRESS CITY STATE ZIP CODE

Phone Number: () _____ - _____ Date Hired: _____

Immediate Supervisor Name: _____

Duties: _____

List chronologically, with the earliest dates first, each and every place you have been **PREVIOUSLY EMPLOYED** since the age of sixteen (16) including part-time employment. **OMIT NONE**

➤ **Name of Employer:** _____

STREET ADDRESS CITY STATE ZIP CODE

Phone Number: () _____ - _____ Date Hired: _____

Immediate Supervisor Name: _____

Duties: _____

Reason for Leaving: _____

➤ **Name of Employer:** _____

STREET ADDRESS CITY STATE ZIP CODE

Phone Number: () _____ - _____ Date Hired: _____

Immediate Supervisor Name: _____

Duties: _____

Reason for Leaving: _____

➤ **Name of Employer:** _____

STREET ADDRESS CITY STATE ZIP CODE

Phone Number: () _____ - _____ Date Hired: _____

Immediate Supervisor Name: _____

Duties: _____

Reason for Leaving: _____

Were you ever discharged or asked to resign from employment? _____

If yes, how many times? _____ Give details below:

EMPLOYER **DATE** **SUPERVISOR'S REASON**

Were you ever subjected to disciplinary action in connection with any employment ? _____

If yes, how many times ? _____ Give details below:

EMPLOYER **DATE** **SUPERVISOR'S REASON**

ARRESTS, SUMMONS, ETC.

Have you ever been arrested for or charged with Juvenile Delinquency or any violation of the Fish & Game Laws ? _____

If yes, complete the following:

➤ Date: _____ Age: _____ Violation: _____

Location: _____ Police Agency: _____

Court Disposition: _____

Sentence: _____

➤ Date: _____ Age: _____ Violation: _____

Location: _____ Police Agency: _____

Court Disposition: _____

Sentence: _____

➤ Date: _____ Age: _____ Violation: _____

Location: _____ Police Agency: _____

Court Disposition: _____

Sentence: _____

Have you ever been summoned, subpoenaed, requested or otherwise required to testify before any municipal, state, or federal agency, committee or other investigative body? _____

If yes, give complete details:

Have you ever been arrested for, or charged with, a violation of a Disorderly Persons Act or City ordinance violation? _____

If yes, complete the following:

- Date: _____ Age: _____ Violation: _____
Location: _____ Police Agency: _____
Court Disposition: _____ Penalty: _____

- Date: _____ Age: _____ Violation: _____
Location: _____ Police Agency: _____
Court Disposition: _____ Penalty: _____

- Date: _____ Age: _____ Violation: _____
Location: _____ Police Agency: _____
Court Disposition: _____ Penalty: _____

Have you ever been charged, arrested, indicted, or convicted for any violation of a criminal law? _____

If yes, complete the following:

- Date: _____ Age: _____ Violation: _____
Location: _____ Police Agency: _____
Court Disposition: _____ Penalty: _____

- Date: _____ Age: _____ Violation: _____
Location: _____ Police Agency: _____
Court Disposition: _____ Penalty: _____

Have you ever had a criminal or arrest record expunged? _____

If yes, give complete details below:

Have you ever been held as a material witness in a court proceeding ?

If yes, complete the following:

- Date: _____ Age: _____ Violation: _____
 Location: _____ Police Agency: _____
 Court Disposition: _____ Penalty: _____

- Date: _____ Age: _____ Violation: _____
 Location: _____ Police Agency: _____
 Court Disposition: _____ Penalty: _____

- Date: _____ Age: _____ Violation: _____
 Location: _____ Police Agency: _____
 Court Disposition: _____ Penalty: _____

Have you ever been held as a suspicious person or investigated by any law enforcement or private security agency for any reason?

If yes, give complete details below:

Have you ever been fingerprinted for any reason prior to submitting your application for employment with this agency?

If yes, complete the following:

WHERE

WHEN

PURPOSE

SUBVERSIVE AFFILIATIONS

Are you now, or have you ever been, a member of any organization, association, movement or group which advocates the overthrow of our constitutional form of government, or which seeks to alter the form of the government of the United States by unconstitutional or unlawful means or who's purpose and intent is to unlawfully deny or circumvent the civil rights of any person in the United States or this State? _____

Are you now, or have you ever been, affiliated or associated with any of the organizations or groups described in the question above? _____

Are you now associating with, or have you ever associated with, any individuals (including relatives) who you know, or have reason to believe are, or have been, members of any organization or groups described in the first question above? _____

Have you ever signed or solicited others to sign any petition sponsored or issued by any organization or group described in the first question above, or any petition which has as it's purpose the aiding of any person, cause, or program connected in any way with organizations or groups described in the first question above? _____

Have you ever participated in any of the following activities?

- a. Attendance or participation in any parade, picket line, delegation, demonstration, affair, forum, or project sponsored or organized by any organization or group described in the first question above? _____
- b. Payment or collection of any money, dues, contributions or donations to any organization or group described in the first question above? _____
- c. Sale or distribution of any written or printed matter prepared, reproduced, or published by a group or organization described in the first question above or any of it's agents? _____
- d. Purchased or subscribed to any publication or periodical prepared, reproduced, or published by any group or organization described in the first question above or any of it's agents? _____

If you answered yes to ANY of the above questions, explain:

MOTOR VEHICLE HISTORY

Do you currently, or have you ever, possessed a Driver's License ? _____

If yes, provide the following:

Motor Vehicle License

State: _____ License #: _____

Date Issued: _____ Expires: _____ Motorcycle Endorsement ? _____

Any conditions placed upon license: _____

Name issued to if different from applicant's current name: _____

Do you currently, or have you within the past five (5) years, owned a motor vehicle, power boat, or aircraft of any kind? _____

If yes, provide the following information:

<u>VEHICLE</u> <u>TYPE</u>	<u>LICENSE PLATE</u> <u>NUMBER</u>	<u>STATE</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>CURRENTLY</u> <u>OWN ?</u>
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Have you ever received a summons for violation of the Motor Vehicle Laws in this or any other state? (you may exclude parking violations): If yes, complete the following: _____

<u>DATE</u>	<u>OFFENSE</u>	<u>LOCATION</u>	<u>COURT</u> <u>DISPOSITION</u>	<u>POLICE AGENCY</u>
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Has your Registration, Driver's License, or any other Vehicle Operator's License ever been revoked or suspended ? If yes, complete the following: _____

<u>WHEN</u>	<u>WHERE</u>	<u>WHY</u>	<u>SUSPENDED OR</u> <u>REVOKED</u>
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Have you ever been involved in a motor vehicle accident as a registered owner, operator, passenger or pedestrian, which resulted in property damage or personal injury to yourself or someone else?

If yes, give details: _____

GENERAL

Have you previously applied for employment with this or any other law enforcement agency? _____

If yes, give full details as to the agency or agencies, dates, and status of that application below:

Have you ever been rejected by another police department for employment? _____

If yes, give full details as to when, where, and why:

Are you currently on an employment list or have you taken any tests for potential employment with any other law enforcement agency? _____

If yes, give details as to dates and agencies:

List below all professional, civic, and social organizations of which you have been a member within the last five years (Other than labor or fraternal)

What volunteer or community activities have you engaged in within the last five years? Provide the name and address of the sponsoring organization or group and a description of the activities performed.

What hobbies and/or sports do you engage in?

Have you reviewed the list of the **Essential Functions** for the position of Seasonal Police Officer in the City of North Wildwood. You are to read those, and should you have any questions concerning them you should contact the Recruitment Sergeant. Having read those essential functions, and having had the opportunity to have all of your questions answered, do you believe that you can satisfactorily perform all of those functions once you've received basic training at a Police Training Commission approved police academy?

NOTE: If there is other information which may be directly or indirectly relevant that this agency should have knowledge of in order to conduct a thorough background investigation of you as a candidate for employment in this agency, or if insufficient space was provided above for complete answers, you are required to add this additional information on a separate sheet(s) as necessary. Indicate the question number the added information applies to. Attach any additional pages at the back of this application and indicate on that question number that the answer is on, or continued on, a separate attached sheet. Indicate below the total number of additional pages attached. **You are reminded that any false or deliberate misstatement of facts can result in your disqualification for employment by this agency.**

Number of Additional Pages Attached: _____

Add-on Page #	In Reference to Question on Which Page	Which Question

I, _____
PRINT APPLICANT'S FULL NAME

have personally read and entered answers to each and every question therein and I do solemnly swear that each every answer is full, true, complete, and correct in every respect.

Applicant's Signature: _____
APPLICANT'S SIGNATURE DATE

NOTE: Enclosed with this application are three reference packages that are to be completed and returned to the Department by the persons listed on page 11 of this application. The references must be from reputable citizens who are not related to the applicant in any manner, who have personally known the applicant for more than three years, and who will vouch for the honesty, reputation and ability of the applicant. **REFERENCES MAY NOT BE MEMBERS OF THIS DEPARTMENT.**

Completed references are to mailed, by the reference person, directly to this agency:

**North Wildwood Police Department
 Attn: Recruitment Officer
 901 Atlantic Avenue
 North Wildwood, NJ 08260**

Should you have any questions in reference to this application or the hiring process, please feel free to call (609) 522-2030, Ext 1511 or e-mail us at SummerEmployment@nwpsd.org

NORTH WILDWOOD POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information and then sign and date in ink

I hereby authorize any Police Officer, Detective, or other duly accredited representative of the NORTH WILDWOOD POLICE DEPARTMENT to obtain any personal and job related information involving any activities from schools, residential management agents, employers, former employers, stated references, criminal justice agencies, division of motor vehicles, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, and criminal history information.

I further authorize the NORTH WILDWOOD POLICE DEPARTMENT to request criminal record information from criminal justice agencies for the purpose of determining my eligibility for employment.

I authorize the custodians of records and sources of information to release such information at the request of a Police Officer, Detective, or other duly accredited representative of the NORTH WILDWOOD POLICE DEPARTMENT regardless of any previous agreement to the contrary, and I further release such agents from any liability or claim whatsoever for releasing such information.

I understand that information released by records custodians and sources of information is for official use of the NORTH WILDWOOD POLICE DEPARTMENT for the purposes provided in this form and may be disclosed only as authorized by law.

_____ / /
PRINT FULL NAME OTHER NAMES / ALIASES DATE OF BIRTH

_____ CITY STATE ZIP
STREET ADDRESS

() - () -
HOME PHONE # CELL PHONE # SOCIAL SECURITY #

This release, when presented by a Police Officer, Detective, or other duly authorized representative of the NORTH WILDWOOD POLICE DEPARTMENT, will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statement and information regarding my background.

X _____ / /
APPLICANT SIGNATURE DATE

STATE OF: _____ **COUNTY OF:** _____

SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____ 20__

Note: ALL APPLICATIONS MUST BE NOTARIZED TO BE ELIGIBLE FOR CONSIDERATION

