



EUREKA POLICE DEPARTMENT
120 CITY HALL DRIVE
EUREKA, MO 63025
636-938-6600

EMPLOYMENT APPLICATION

Name: _____ Date: _____
Last First Middle

Position Applied For: _____ Full-time Part-time Civilian

Home Address: _____
Numeric/Street City State Zip

Mailing Address (If different): _____
Numeric/Street/P.O. Box City State Zip

E-mail Address: _____

Telephone: _____ Work Telephone: _____ May we contact you at work? Yes / No

Social Security Number: _____ Driver's License Number: _____ Class _____ State _____

1. **Have you been convicted of a criminal offense?** Yes No

If yes, please explain in detail on supplemental page.

A conviction does not automatically mean that you cannot be considered for employment. The nature of the offense and when it occurred will be considered. Give all pertinent facts so that a decision may be made. Attach additional sheets if necessary.

2. **Have you ever been fired or asked to resign from a job?** Yes No

If yes, please explain in detail on supplemental page.

This does not automatically mean that you cannot be considered for employment. The circumstances, time elapsed and recent employment record will be considered. Attach additional sheets if necessary.

3. **Have you been employed by the City before?** Yes No

If yes, please explain on supplemental page.

4. **Are you prevented from lawfully becoming employed in the United States because of visa or immigration status?** Yes No

The City is required to see proof of citizenship or authorization to work in the United States within three days of the date of hire.

5. **Are you 21 years old or older?** Yes No

6. **Have you served in the U.S. Military?** Yes No

If yes, which branch? _____
 Dates of duty: From _____ To _____
 Type of discharge: _____

EDUCATION

7. Please provide education completed, high school and above.

List name, City, and State of high school(s), college(s), university (ies), technical school(s), special school(s), academy (ies), etc., you have attended.	Did you graduate?		Certificate/Degree Received/ Date Completed	Course of Study/Training
	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 <input type="checkbox"/>		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

8. Below, list extracurricular activities you participated in, offices you held, honors you received, etc. while in school.

9. Police Academy Attended – Year completed _____ Post Number _____

EMPLOYMENT HISTORY

Describe your employment history in reverse chronological order. List promotions as separate jobs. May we contact your current employer? Yes No

10.	Current Employer	Telephone		Dates Employed	
	Address	State	Zip	From	To
	Job Title	Hourly or Annual Salary			
	Name and Title of Supervisor	Starting		Final	
	Describe Duties, Responsibilities and Accomplishments				
	Reason for Leaving				
11.	Employer	Telephone		Dates Employed	
	Address	State	Zip	From	To
	Job Title	Hourly or Annual Salary			
	Name and Title of Supervisor	Starting		Final	
	Describe duties, responsibilities and accomplishments				
	Reason for Leaving				
12.	Employer	Telephone		Dates Employed	
	Address	State	Zip	From	To
	Job Title	Hourly or Annual Salary			
	Name and Title of Supervisor	Starting		Final	
	Describe duties, responsibilities and accomplishments				
	Reason for Leaving				

PERSONAL ATTRIBUTES

13. List business, civic, professional or service organizations to which you belong and list offices you hold or have held in the organizations.

14. List hobbies or special interests you have.

15. List additional skills, knowledge or accomplishments you have that are related to the position for which you are applying.

16. Describe any equipment operating skills (such as computers, motor vehicles, communication equipment, etc.) you have that are related to the position for which you have applied.

APPLICANTS FOR CLERICAL POSITIONS

17. How many words per minute do you type? _____

REFERENCES

List four (4) character references, not relatives, in-laws, or past employers, who have known you well during the past three years or more.

18.	Name	Phone	Years Acquainted
	Address	City	State / Zip
19.	Name	Phone	Years Acquainted
	Address	City	State/Zip
20.	Name	Phone	Years Acquainted
	Address	City	State/Zip
21.	Name	Phone	Years Acquainted
	Address	City	State/Zip



EUREKA POLICE DEPARTMENT COMPETITIVE SELECTION PROCESS

Under the regulations of the Eureka Police Department, all appointments to the position of Commissioned Police Officer are made on the basis of an open, competitive selection process conducted under the supervision of the Chief of Police.

Applicants must successfully complete each stage of the selection process which consists of the following:

1. **PRELIMINARY REVIEW:** A careful review of the initial application along with a criminal and driver license check to determine if the applicant meets the minimum requirements for the position. Once the initial application is accepted, contact will be made with the applicant to complete a **Personal History Questionnaire** by a predetermined date.
2. **WRITTEN TESTS:** Tests are administered on a scheduled basis. A minimum score of 75% is required in order to remain in the selection process.
3. **ORAL BOARD INTERVIEW:** An interview is conducted by a three (3) to five (5) member board, consisting of at least one (1) supervisor. Candidate is evaluated to determine overall fitness for the job and is judged on self-expression, mental alertness, knowledge, appearance and the probability of adaptability to police department duties.
4. **CHIEF'S INTERVIEW:** The final determination toward a conditional offer of employment for police officer applicants is an Oral Board interview. The Oral Board shall consist of the Chief of Police and the City Administrator. The Oral Board makes a determination as to if the applicant is given a conditional offer of employment (subject to being appointed by the Board of Aldermen), placed on an eligibility list for employment or removed from consideration in the selection process.
5. **BACKGROUND INVESTIGATION:** A thorough background investigation will be conducted on all applicants that have received a conditional offer of employment. This investigation will focus on past employment records and reputation, personal references, neighborhood reputation, police record check, credit history, military record (when applicable) and other personal information/history. It is the responsibility of the applicant to assist the assigned background investigator by providing complete information regarding how to contact personal references, as well as making themselves available for follow-up questions.



EUREKA POLICE DEPARTMENT COMPETITIVE SELECTION PROCESS

6. **CVSA EXAMINATION (Computer Voice Stress Analyzer):** This examination is part of the background investigation and is conducted in an attempt to verify information that has been submitted in the Personal History Questionnaire, gathered during the Oral Board interview and back-ground investigation. The results of the CVSA are confidential and only shared with the appropriate department personnel.

7. **PHYSICAL HEALTH EXAMINATION:** The examination shall consist of various tests (including drug screening) to determine the applicant's suitability for employment. If applicant meets the physical standards for employment and is deemed physically capable of performing the essential job functions, the conditional offer of employment may be sustained.

8. **PSYCHOLOGICAL EXAMINATION:** Prior to appointment, a candidate must submit to psychological testing conducted by psychological professionals retained by the department. This testing is designed to further evaluate an applicant's suitability for employment.

9. **PHYSICAL AGILITY TEST:** This test will be administered under the direction of designated department personnel. Candidates must successfully complete a series of physical events that either carry a minimum number of repetitions and/or are timed. A waiver relieving the City of Eureka and the Eureka Police Department of any liability must be signed by the applicant prior to being allowed to participate in this stage of the process.



ESSENTIAL JOB FUNCTIONS COMMISSIONED POLICE PERSONNEL

In compliance with applicable federal and state law, no person employed by the City or seeking employment from the City shall be appointed, promoted, demoted, removed or in any way favored or discriminated against because of age, race, color, marital or familial status, national origin, ancestry, political affiliation, religion, sex, gender, gender identity, sexual orientation, genetic information, disability, or any other characteristic protected by law except where specific age, sex or physical requirements constitutes a bona fide occupational qualification. The City is committed to equal treatment of qualified individuals and meeting the requirements of applicable law including the ADA. The City encourages applicants and employees to discuss potentially necessary accommodation of a disability with Human Resources in City Hall. The City of Eureka is an Equal Employment Opportunity employer.

In compliance with applicable law, no person employed by the City or seeking employment from the City will be appointed, promoted, demoted, removed or in any way favored or discriminated against on the basis of Human Immunodeficiency Virus (HIV) infection or Acquired Immune Deficiency Syndrome (AIDS) status, unless the individual poses a direct threat to the health or safety of others or is unable to perform required job duties.

This document lists the essential skills and abilities needed to perform the essential job functions of a Police Officer. An individual's ability to perform the stated essential functions shall be determined by professional medical, physical and psychological examinations and be based on parameters established by said professional examiners.

Communications Skills

1. Possess the ability to speak, read and write the English language in a clear, understandable format.
2. Possess the ability to reasonably identify and employ basic non-verbal communications.
3. Possess the ability to effectively relate to, or communicate with, a variety of personality types during interpersonal contacts.

Reasoning/Decision Making Ability

1. Possess the ability to comprehend and implement verbal and written instructions.
2. Possess the ability to apply reasoning skills when confronted with circumstances requiring that discretionary decisions be made.



ESSENTIAL JOB FUNCTIONS
COMMISSIONED POLICE PERSONNEL

3. Possess the ability to establish priorities and devise further plans after an initial assessment when investigating incidents or events.
4. Possess the ability to formulate and employ an appropriate course of action for a given situation for which no specific rule or procedure has been established.
5. Possess the ability to apply theory based instruction or training to actual incidents or situations.
6. Possess the ability to make impartial decisions when confronted with persuasive influence.
7. Possess, at a minimum, "average" short and long term memory skills in order to retain and retrieve information furnished in the form of bulletins, verbal reports, training materials, etc.

Psychological/Emotional Stability

1. Be able to cope with and perform day-to-day duties under the principles of discipline.
2. Be able to maintain self-control in the face of constructive criticism and/or ridicule.
3. Be able to adjust to shift work and perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of normal duty hours, rotating shift work and inclement weather.
4. Be able to continue performing all required tasks when faced with unpleasant circumstances.
5. Be able to perform police duties without dependence on alcohol/narcotics.

Range of Motion/Flexibility

1. Be able to completely operate and drive department equipped vehicles while performing routine and emergency patrol functions.
2. Be able to physically negotiate various types of terrain and/or obstacles confronted in the course of both routine and emergency assignments.



ESSENTIAL JOB FUNCTIONS COMMISSIONED POLICE PERSONNEL

3. Be able to react and move rapidly from a sedentary to active posture in response to environmental conditions or events.
4. Be able to operate all equipment necessary for performing routine duty assignments, apprehending and processing suspects, and conducting both criminal and traffic related investigations.

Aerobic Endurance/Stamina

1. Possess the physical capability to apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force.
2. Possess the capability and endurance to administer first aid, to include Cardio Pulmonary Resuscitation (CPR).
3. Possess the ability to perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of normal duty hours, rotating shift work, and inclement weather.

Sight/Visual Acuity

1. Possess the ability to discern colors as they are applied in traffic safety situations (electric signals, signing, hazardous materials placards, etc.)
2. Possess adequate depth perception, (i.e., judging distances and estimating speed).
3. Possess adequate night vision ability to permit the safe operation of a motor vehicle and detection of obstacles/threats in a variety of situations and environments.
4. Possess adequate peripheral vision to permit the safe operation of a motor vehicle during normal and/or emergency situations, and detect obstacles/threats in a variety of environments.
5. Possess the ability to see, read, and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to "normal vision" standards.



ESSENTIAL JOB FUNCTIONS
COMMISSIONED POLICE PERSONNEL

Hearing

1. Possess the ability to use standard telephones and radio equipment.
2. Possess the ability to determine or estimate the point of origin of noise.
3. Possess the ability to recognize/relate sound within the normal range of human hearing.

Other Sensory Capabilities

1. Possess normal senses for touch and smell.

Credentials

1. Possess and maintain all required credentials.